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<td>2. Consent Agenda</td>
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<td>a. Accounts Payable</td>
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<td>b. BOT 12/17/19 Work Session Minutes</td>
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<td>c. BOT 12/24/19 Regular Meeting Minutes</td>
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<td>d. Donation Agreement – Thompson House Painting</td>
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<td>e. Resolution No. 1, Series of 2020 – Establishing a Public Place for Posting Notices</td>
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<td>f. Resolution No. 2, Series of 2020 – Designating the Town Clerk as the Designated Election Official and Authorizing the Town Clerk to Appoint Judges of Election</td>
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<td>g. LBA Associates Agreement for Professional Services – Plastic Reduction</td>
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<td>h. PR Studio – Agreement for Professional Services – Plastic Reduction</td>
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<td>i. TOC Solar Arrays 2020 Preventative Maintenance Proposal</td>
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<td>4. Trustee Comments</td>
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<td>5. Attorney’s Comments</td>
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<td>6. Swearing In Ceremony of Student Trustees</td>
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<td>7. Special Event Liquor License – Colorado Mountain Club</td>
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<td><strong>Public Hearing - Transfer of Liquor License – Main Street Wines &amp; Spirits</strong>&lt;br&gt;Applicant: Double T Investments, LLC&lt;br&gt;Address: 389 Main Street</td>
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<td><strong>Public Hearing – Transfer of Liquor License – 7-Eleven</strong>&lt;br&gt;Applicant: Wills Investments VIII, LLC&lt;br&gt;Address: 1329 Main Street</td>
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<td><strong>Public Hearing – New Liquor License Application – La Fogata Panaderia y Pupuseria</strong>&lt;br&gt;Location: 995 Cowen Drive #101</td>
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<td><strong>CLEER 2020 Work Plan</strong></td>
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<td>16.</td>
<td><strong>Special Event Task Force - 2020 Special Event Recommendations</strong></td>
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<td><strong>Census Update – Aspen to Parachute Complete Census Count</strong></td>
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* Please note: times are approximate
Board of Trustees Agenda Memorandum

Item No: Attachment A
Meeting Date: 01.14.2020

TITLE: Accounts Payable

SUBMITTING DEPARTMENT: Finance

ATTACHMENTS: Accounts Payable for 01.14.2020

DISCUSSION: The accounts payable include all of the community requests totaling $69,800.00 for 2020. The $44,350.00 to the Hope Center is a pass-through grant. Requests for support to the Homeless Assistance for $1,500.00 and the Rampage $1,200.00 are being paid. The annual risk management (general liability, property, casualty) insurance is included for $207,698.71. $5,000.00 for the 2020 census funding is being paid to the Aspen Community Foundation. Payment to Covertex for $20,000.00 is included. The 2020 membership to Garfield Clean Energy for $25,000.00 is being paid. Filters for the Roaring Fork treatment plant were purchased for $7,970.50 and the emergency repairs for the Nettle Creak line break on a Sunday were $8,210.00 to Excavation Services.

The payroll for 12.27.19 was $157,541.42. Tax liability for the town was $8,818.34. Pension and Retirement liability was $9,732.95.

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

Renae
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MINUTES
CARBONDALE BOARD OF TRUSTEES
WORK SESSION
December 17, 2019

Mayor Dan Richardson called the Work Session to order on December 17, 2019, at 6:00 p.m. in the Town Hall meeting room.

ROLL CALL:

The following members were present for roll call:

Mayor
Dan Richardson

Trustees
Lani Kitching
Erica Sparhawk
Luis Yllanes
Ben Bohmfalk
Marty Silverstein

Arrived After Roll Call
Heather Henry

Staff Present:

Town Manager
Jay Harrington

Police Chief
Gene Schilling

DISCUSSION ON CHANGING THE AMOUNT OF PERMISSIBLE ANIMALS

At a previous meeting town resident Matt Kennedy asked the Board to consider changing the amount of rabbits a resident may own.

Mayor Richardson asked Matt to summarize his intentions. Matt said that he is trying to have an urban farm that offers an example of sustainability and an example of backyard farming. He thinks that our society should look at food differently – we should be producing our own healthy, organic food in our backyards. The Municipal Code hasn’t addressed the amount of rabbits a citizen may own since the 1960’s. Three rabbits is not enough to be a sustainable food source. When he started his rabbit business he did not know about the limitation. He has been farming rabbits for three years and it wasn’t until July that he received his first complaint. He thinks three rabbits is an appropriate number for someone who is keeping rabbits as pets but it is not enough for someone who is using them as a food source.

The Board agreed that they will not be considering changing the number of permitted fowl.
Mayor Richardson opened the meeting to public comment.

Russ Criswell, Sopris Avenue, stated that the Board will need to consider the following: the advantages/disadvantages of changing the number, safety, animal waste, dead animals in neighbor's yards, enforcement issues, odor, noise, and what kind of fees and licensing are you going to require. The Code says that every day a citation is not rectified is considered another violation. Since July Matt theoretically should have received over 150 tickets. He would be liable for a fine every day and up to a year in prison for every day's violation -- that's ridiculous. Russ said the advantage of the ordinance is that you are limited to three rabbits. The disadvantages are ground water pollution and standing water. Sustainability is an interesting situation. Global warming advocates lecture about moving away from eating meat. You also have to consider the cost of transportation; Matt has to take his animals to Colorado Springs to be slaughtered. Russ noted that there is an error in Municipal Code in Sections 7.6.20 and 7.6.30 and it needs to be corrected.

Genevive Villimizar, Carbondale, stated that she is speaking on behalf of Matt. She is impressed with his rabbit farm. His situation is unique; as a single parent he is diversifying his income to figure out how to survive in this valley. He is teaching his daughter how to be sustainable. People stop by and teach their kids about rabbits.

Chris Randall stated he is speaking on behalf of Matt. Matt is a great steward of the land. He too is a single parent who has to take on extra jobs to support his family. Being able to sustain yourself through your stewardship of the land and grow an outstanding product is important. The waste product goes into composting. Everything is a circle of life on his land. The ground water on his property may contain animal feces but it's better than fertilizer.

A resident asked if farms are allowed in downtown Carbondale and if Matt's place is considered a farm or residence.

Pam Zentmyer, Carbondale, stated she lives a street away. The highlight of her week is taking her food scraps over to Matt's and watching the rabbits eat it. There is no truck needed to pick up her compost so fuel is saved in that capacity. It's great for the kids to see the cycle of life. The rabbits are a food source that grows fast and there is a market for it. It's low impact for the reward that can be gained.

Discussion ensued.

Trustee Sparhawk told the Board that the Energy and Climate Action Plan has a section on local food productions. It talks about assessing opportunities for people to have the ability to grow/raise food in their yards. We want to increase access to local food.
Trustee Silverstein asked Matt how many rabbits does he own. Matt answered 50. Trustee Silverstein asked Matt how many rabbits would you like to have. Matt said he believes a sustainable number is 24–30.

Mayor Richardson stated that he agrees with the comments made. There are benefits but there are impacts and limitations. If there were 20 people asking to change the Code he would be more willing to consider changing the policy but this is one particular case. He has heard from multiple sources that there are neighborhood impacts. Mayor Richardson hasn’t heard anything that leads him to believe that the number should be changed. The impacts are significant. We have plenty of places outside of town that are more suitable for raising rabbits for a food source.

Trustee Henry stated there is a line between what you can grow/raise on your property versus what is a commercial operation. The line was drawn with the number of chickens that could support a family versus crossing the line to a commercial operation. She believes it’s appropriate to grow/raise food for personal use in town. She asked what is the right number to support the Climate Action Plan or personal usage, but doesn’t cross the line to support a commercial operation.

Trustee Kitching stated that it’s not the number of animals that is in question it’s how they are processed. If they are slaughtered here than it is a different matter.

Trustee Yllanes stated that perhaps Matt could arrive at his preferred number if it’s a communal operation. He appreciates sustainability and urban farming. If you take the rabbits elsewhere to be slaughtered it is outside the realm of commercial slaughtering. He supports changing the number of rabbits to be the same as the number of chickens allowed (6-10).

Trustee Silverstein believes Matt’s operation is an agricultural use. He is raising animals for slaughter to provide income. The Code says the use of land in his area is residential. Matt has a commercial venture. Trustee Silverstein agrees that 6-10 rabbits is an appropriate number – 50 is excessive.

Russ Criswell stated that he has a sustainable garden and gives away some of his produce. He believes in what Matt is doing, it’s just not the appropriate place.

Trustee Henry stated that there is a commercial line. Selling eggs is different than selling meat. That’s why the rabbits have to be slaughtered elsewhere and he has to bring them back to be sold which becomes a commercial operation.

A citizen said that Matt indicated he had other land. Could he raise his rabbits there?

Trustee Henry stated that if we consider changing the number of rabbits we need to look at the Climate Action Plan.
Mayor Richardson stated that everyone agrees about the sustainability concept but we don’t want to cross the line and allow commercial operations in town. He asked if we should change the number of rabbits in order to sustain a family.

Trustee Sparhawk said if we have people who want to learn from Matt or follow in his footsteps then we could change the Code but have limitations. Six rabbits wouldn’t be a huge impact.

Trustee Bohmfalk stated he agrees that three rabbits is more oriented to pets than food. He thinks 8-12 is an appropriate number. He doesn’t want this to become a huge process.

Jay pointed out that the Comprehensive Plan speaks to the appropriate number of animals for a small urban farm.

Gene stated if the Board wants to change the number maybe they want to do it via a Special Use Permit.

Trustee Sparhawk volunteered to investigate what the appropriate number of rabbits should be and she will report back to the Board.

POLICE CHIEF PROFILE

Jay explained the process for hiring the new police chief which is as follows: the goal is to put the profile out on December 30th. The profile was borrowed from a couple of similar police departments. A pamphlet with pictures will be created. The position will be advertised in CML, Colorado Association of Police Chiefs, International Police Chief Association, the local newspaper, and Town website. The closing will be February 10th. February 11-21 the applicants will be internally narrowed down to ten semi-finalists. Phone Interviews will then be conducted and the semi-finalists will be reduced to 3-5. On March 5-6 or March 12-13 on-site interviews will be conducted. The applicants will be asked to do a call assessment center. The interview panels will (probably) consist of law enforcement, DA’s office, an advisory panel acting as the Trustees, one English speaking and one Spanish speaking panel. There will also be a community meet and greet. There will be a debriefing to narrow the field to 1-2. Jay may do a site visit to the community they are from. The Charter reads that the Manager makes the hire and the Trustees approve the hire. The goal is to make an offer in late March or early April. Jay would like the new chief to overlap with the Lieutenant. Once the lieutenant retires the new police chief will fill the Lieutenant’s role through the summer. The new police chief will have the opportunity to hire the next lieutenant. Gene will be part of the process. Jay stated the position is attractive because the new Chief is not coming in to fix something, rather they will be coming in to grow the department. There is not an unrest associated with this change, it’s a transition.
Trustee Bohmfalk introduced Alex Sanchez, Executive Director of the Valley Settlement Project. Trustee Bohmfalk stated that he and Alex have a shared goal of having more interaction with the Spanish speaking community. Trustee Bohmfalk stated in the profile and process we need to make sure the concerns of our community are represented. Alex said he paid close attention to the hiring process for the Glenwood Chief and he was on a panel. He recommended the Board make sure you engage residents and make sure in the profile it mentions that we are intentional about community policing. Make sure the individual hired has experience working with the demographics we have in Carbondale. We have a high percentage of immigrants and Spanish speakers. The candidates should know the philosophy of the Town, specifically around immigration.

The Bcard and Alex offered the following recommendations:

- Mention more demographics in the profile
- Engage the entire community in creating the profile
- Make sure the community panel has the flexibility to shape the questions
- Add an intergovernmental piece to the profile
- Accommodate the panels

PLASTIC STRATEGY CONTRACT

Jay stated that he gave PR Studio and LBA Associates the scope of work for the Carbondale Plastics Reduction Strategy. It will be an engaged community multi-year plan. We have $30,000 in the 2020 budget but if more money is needed there is money in the bag fund and the police chief recruitment budget. This will be a consultant driven project as staff is busy with other projects.

Mayor Richardson asked if we will be accomplishing enough to justify the expense. It’s a comprehensive overall plan and it worth it. The environment is very important to this community and it’s what the citizens want. It was agreed to do it right or don’t do it at all. Trustee Bohmfalk stated he wants to see a data point – what is making the most plastic in town. In January the Board will see individual contracts for PR Studio and LBA Associates.

DONATION OF THOMPSON HOUSE PAINTING

Jay explained that Artist Nicolette Toussaint has offered to donate a painting of the Thompson House to the Town. Jay stated that the Board must approve the acceptance of the painting. Nicolette has requested that the Town host a reception for the unveiling of the painting should the Trustees accept it. The Board agreed to accept the painting. A contract will be drawn up and will be on the January 14 agenda.
ADJOURNMENT

The December 17, 2019, work session adjourned at 8:20 p.m. The next regularly scheduled meeting will be held on December 24, 2019, at 9:00 a.m.

APPROVED AND ACCEPTED

__________________________
Dan Richardson, Mayor

ATTEST:

__________________________
Cathy Derby, Town Clerk
MINUTES
CARBONDALE BOARD OF TRUSTEES
REGULAR MEETING
DECEMBER 24, 2019

Mayor Dan Richardson called the Board of Trustees Regular Meeting to order on December 24, 2019, at 9:00 a.m. in the Town Hall meeting room.

**ROLL CALL:**

The following members were present for roll call:

- Mayor
  - Dan Richardson
- Trustees
  - Lani Kitching
  - Ben Bohmfalk
  - Erica Sparhawk
- Absent
  - Heather Henry
  - Luis Yllanes
  - Marty Silverstein

Staff Present:

- Town Manager
  - Jay Harrington
- Town Clerk
  - Cathy Derby
- Finance Director
  - Renae Gustine

**CONSENT AGENDA**

- Accounts Payable Totaling: $222,086.85
- BOT 12/10/19 Regular Meeting Minutes
- Increasing Attorney Rates for 2020

Trustee Bohmfalk asked that the Board of Trustee minutes be amended to reflect that a five foot wide sidewalk and a 6 inch curb will be included on the Sopris Lofts Site plan.

Trustee Bohmfalk made a motion to approve the Consent Agenda with the amendment to the December 10, 2019 minutes as noted above. Trustee Sparhawk seconded the motion and it passed with:

*4 yes votes: Bohmfalk, Sparhawk, Kitching, Richardson*
Trustee Bohmfalk commented that he thinks the new attorney fees are high. Jay stated that the rates haven’t been raised in 6-7 years. The attorneys have a lot of institutional knowledge and the firm has a good reputation.

SPECIAL EVENT LIQUOR LICENSE – COVENTURE

Coventre has applied for a Special Event Liquor License for an event to be held at their office(s). The Police Department has reported no problems with the applicant or the premises.

Trustee Bohmfalk made a motion to approve Coventre's Special Event Liquor License. Trustee Kitching seconded the motion and it passed with:

4 yes votes: Bohmfalk, Richardson, Kitching, Sparhawk

ADJOURNMENT

The December 24, 2019, regular meeting adjourned at 9:05 a.m. The next scheduled meeting will be held on January 14, 2020 at 6:00 p.m.

APPROVED AND ACCEPTED

______________________________
Dan Richardson, Mayor

ATTEST:

______________________________
Cathy Derby, Town Clerk
PUBLIC ART AGREEMENT

This Public Art Agreement (the “Agreement”) is made and effective this 14 day of January, 2020, by and between THE TOWN OF CARBONDALE, a Colorado municipal corporation (the “Town”) and Nicolette Toussaint (the “Artist”), for the purposes and on the terms and conditions set forth below.

Recitals

WHEREAS, public art contributes to the cultural and economic vibrancy and traditions of the Town of Carbondale;

WHEREAS, under this Agreement, public art includes works of visual art, as defined by the federal Visual Artists Rights Act of 1990, 17 U.S.C. § 106A et. seg. (“VARA”), including paintings, drawings, prints, sculptures, or still photographic images in a single copy or in a limited edition of 200 or fewer copies or casts, as the case may be, signed and consecutively numbered by the artist or bearing other identifying mark of the artist—but not including posters, charts, maps, technical drawings, diagrams, applied art, motion pictures, audiovisual works, books, magazines, newspapers, periodicals, electronic publications, advertisements, promotional materials, and any works made for hire.

WHEREAS, Artist’s work constitutes a work of visual art, defined above (the “Work”);

WHEREAS, the legal instrument of ownership transfer of the Work to the Town, including any gifting or donation of the Work to the Town, is attached hereto as Exhibit A.

WHEREAS, the Town seeks to accept, display, maintain, relocate, and remove the Work on Town-owned or managed property while also honoring Artist’s rights in the Work; and

WHEREAS, the Town and Artist wish to enter into this Agreement in order to set forth each party’s respective rights and responsibilities regarding acquisition and relocation of the Work.

Terms & Conditions

NOW THEREFORE, in consideration of the mutual promises contained herein, the Town and Artist agree as follows:

1. Visual Artists Rights Act (VARA). Artist understands and agrees that, as to his or her rights in the Work, the provisions of this Agreement shall control over the provisions of VARA, as amended, and shall constitute a waiver by the Artist of any rights in the Work set out in or otherwise granted by VARA, as amended. Accordingly, Artist hereby acknowledges that:

   a. Modification of the Work which is a result of the passage of time or the inherent nature of the materials is not a distortion, mutilation, or other modification described in VARA; and
b. Modification of the Work which is the result of conservation, or of the public presentation, including lighting and placement, of the Work is not a destruction, distortion, mutilation, or other modification described in VARA unless the modification is caused by the Town’s gross negligence.

2. **Droit Moral.** All other rights in and to the Work, including but not limited to all rights in the nature of “Droit Moral” in regard to any continuing interest the Artist may have in the maintenance or modification of the Work, are expressly waived by the Artist and, insofar as such rights are transferable, are assigned to the Town.

3. **Display Period.** In its sole discretion, the Town may determine to display the Work, the location of such display, and whether or not to display the Work for a given period, in which case, the Work will be stored in a proper manner.

4. **Maintenance and Repair.** In its sole discretion and after consultation with a professional conservator selected by the Town, the Town shall have the right to determine when and if maintenance, repair, and restoration to the Work will be made. To the extent practical, the Town shall give the Artist the opportunity to consult on significant repairs or restorations.

5. **Relocation.** In its sole discretion, the Town shall have the right to relocate the Work.

6. **Colorado Open Records Act (CORA).** The Artist hereby acknowledges that the Town is subject to the provisions of the Colorado Open Records Act, Colo. Rev. Stat. § 24-72-201 et. seq. ("CORA"), under which public records are open for inspection by any person, unless otherwise exempted from such inspection.

7. **Modifications.** This Agreement shall not be amended, except by subsequent written agreement of the parties.

8. **Invalid Provision.** If any provision of this Agreement shall be determined to be void by any court of competent jurisdiction, then such determination shall not affect any other provision hereof, all of which other provisions shall remain in full force and effect. It is the intention of the parties hereto that, if any provision of this agreement is capable of two constructions, one of which would render the provision void, and the other of which would render the provision valid, then the provision shall have the meaning which renders it valid.

9. **Governing Law.** The laws of the State of Colorado shall govern the validity, performance, and enforcement of this Agreement. Should either party institute legal suit or action for enforcement of any obligation contained herein, it is agreed that the venue of such suit or action shall be in Garfield County, Colorado.

10. **Entire Agreement.** This is the entire agreement between the Town and the Artist regarding the Work.

2
11. **Counterparts.** This Agreement may be executed in counterparts, which taken together, shall be deemed to constitute a complete original.

**TOWN:**

THE TOWN OF CARBONDALE, a Colorado municipal corporation

By: ________________________________

Dan Richardson, Mayor

**ATTEST:**

____________________________

Cathy Derby, Town Clerk

**ARTIST:**

Nicolette Toussaint

[Signature]

3
Exhibit A

to
Public Art Agreement

Legal Instrument of Ownership Transfer of the Work to the Town

Attach Bill of Sale
BILL OF SALE

KNOW ALL MEN BY THESE PRESENTS, that on this 14 day of January, 2020, the undersigned Nicolette Toussaint, whose address is 1395 Rock Court, Carbondale, CO 81623 ("Artist"), for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, hereby sells, transfers and conveys unto the TOWN OF CARBONDALE, a Colorado home rule municipal corporation having an address of 511 Colorado Avenue, Carbondale, CO 81623, and its successors and assigns forever, the following property:

Artwork known as “Mules at the Thompson House” donated to the Town of Carbondale, by the artist, for donation ($0).

Executed as of the date first set forth below.

ARTIST:

Nicolette Toussaint

STATE OF Colorado )
COUNTY OF Garfield ) ss.

The foregoing instrument was acknowledged before me this 26th day of Dec., 2020, by Nicolette Toussaint.

Witness my hand and official seal

My commission expires: Feb 13, 2023

Notary Public

SANFORD S HANSEN III
NOTARY PUBLIC - STATE OF COLORADO
NOTARY ID 20154605507
MY COMMISSION EXPIRES FEB 13, 2023
RESOLUTION NO. 1
SERIES OF 2020

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF CARBONDALE, COLORADO ESTABLISHING THE PUBLIC PLACE FOR POSTING NOTICE OF MEETINGS FOR PURPOSE OF COMPLYING WITH THE PROVISIONS OF CRS 24-6-402 (2) (c)

WHEREAS:

CRS 24-6-402 (2) (c) requires that the Board of Trustees designate a public place for posting notice of meetings of any local public body as defined in the Statutes.

It is the intent of the General Assembly that local governments transition from posting physical notices of public meetings in physical locations to posting notices on a website, social media account, or other official online presence of the local government to the greatest extent practicable.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF CARBONDALE, COLORADO THAT:

The primary posting place for notice of meetings shall be The Town of Carbondale’s website carbondalegov.org.

INTRODUCED, READ, AND PASSED THIS 14TH DAY OF JANUARY, 2020.

TOWN OF CARBONDALE

By: ______________________
Dan Richardson, Mayor

ATTEST:

______________________
Cathy Derby, Town Clerk
RESOLUTION NO. 2
SERIES OF 2020

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF CARBONDALE, COLORADO AUTHORIZING THE TOWN CLERK TO SERVE AS THE DESIGNATED ELECTION OFFICIAL AND AUTHORIZING THE TOWN CLERK TO APPOINT JUDGES OF ELECTION FOR THE REGULAR MUNICIPAL ELECTION TO BE HELD ON TUESDAY APRIL 7, 2020

WHEREAS, The Town of Carbondale has a regular municipal election scheduled for Tuesday, April 7, 2020, which, pursuant to Section 2-1-20 of the Town of Carbondale Municipal Code, shall be a mail ballot election; and

WHEREAS, the Board of Trustees seeks to appoint the Town Clerk as the designated election official for the regular mail ballot election to be held on Tuesday, April 7, 2020; and

WHEREAS, C.R.S. § 31-10-401 provides that municipal election judges must be appointed at least fifteen (15 days) prior to the day of the election; and

WHEREAS, C.R.S. § 31-10-401 further provides that the governing body may, by resolution, delegate the town clerk the authority and responsibility to appoint the judges of election.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF CARBONDALE, COLORADO, THAT:

1. The Town Clerk is hereby appointed as the designated election official of the Town for the regular mail ballot election to be held on Tuesday, April 7, 2020 for purposes of performing acts required or permitted by law in connection with the election.

2. The Town Clerk is hereby authorized to appoint the judges of election for the regular municipal election to be held on Tuesday, April 7, 2020.

READ AND APPROVED THIS 14TH DAY OF JANUARY 2020.

______________________________
Dan Richardson, Mayor

ATTEST:

______________________________
Cathy Derby, Town Clerk
AGREEMENT FOR PROFESSIONAL SERVICES

This AGREEMENT FOR PROFESSIONAL SERVICES is made effective the 14th day of January, 2020 between the TOWN OF CARBONDALE, a Colorado home rule municipal corporation ("Town"), and LBA ASSOCIATES, INC., a Colorado Corporation ("Consultant").

WITNESSETH:

In consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. **Scope of Agreement.** Consultant agrees to provide Consulting Services, as more fully identified in the Carbondale Plastics Reduction Strategy, Proposed Scope of Work and Budget dated December 9, 2019, for the Town of Carbondale, Colorado.

2. **Consideration.** The Town agrees to compensate Consultant for its' fees and services in an amount as established within the Consultant's submittal for the scope of work identified in the above-mentioned proposal. A project budget which includes a not-to-exceed without prior authorization cost has been included in the proposal. However, actual billing and payment will be on a time and materials basis based on the Consultant's current fee schedule. In no case will the project billing exceed the approved budget unless agreed to by the Town in advance. The Town will not agree to additional project billing unless the scope of the original project has changed significantly. Work beyond the scope of work shall be performed on a time and materials basis based upon the hourly rates submitted to the Town. All work shall be approved by the Town prior to incurring costs on a project.

3. **Term and Renewal.** This Agreement shall be effective as of the date of its execution by both parties and shall extend until completion of the project unless earlier terminated pursuant to paragraph 12, subject to and conditioned upon annual budgeting by the Town for Consultant's services pursuant to Section 10, below. Should the Town fail to budget for Consultant's services in any budget year, then this Agreement shall not renew and shall automatically terminate. This Agreement may also be terminated by the Town for at any time pursuant to Section 12, below.

4. **Non-Exclusive.** This Agreement shall not be deemed to be an exclusive agreement. From time to time, the Town, at its sole discretion, may contract with firms other than the Consultant to provide services similar to or related to those offered by the Consultant.
5. **Status.** Consultant is an independent consultant and shall not be considered an employee of the Town for any purpose.

6. **Standard of Care.** The standard of care applicable to Consultant's services will be the same degree of care, skill, and diligence normally employed by professionals performing the same or similar services. Consultant will re-perform any services not meeting this standard without additional compensation. No other warranty, express or implied, is included in this Agreement or in any drawing, specification, or opinion produced pursuant to this Agreement. Consultant does not guarantee that the documents and products are without error. However, the Consultant does agree to reimburse the Town for costs incurred by the Town attributable to the Consultant’s negligent errors.

7. **Indemnity.** Consultant shall hold harmless and indemnify the Town from and against any damages awarded against the Town, or incurred by the Town in defense of any claim (including reasonable attorneys’ fees, costs or expert witness fees), related to the professional negligence or intentional wrongful conduct of Consultant or its sub-consultants, and their respective officers, employees and agents.

8. **Insurance.** Consultant and any sub-consultants shall maintain insurance sufficient to indemnify the Town from the Consultant’s actions pursuant to the preceding Section 7, above. The Town reserves the right to request and receive a certified copy of any policy and any endorsement thereto. Failure on the part of the Consultant to procure or maintain policies providing the required coverages, conditions and minimum limits shall constitute a material breach of this Agreement upon which the Town may immediately terminate the Agreement, or at its discretion may procure or renew any such policy or an extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the Town shall be repaid by Consultant upon demand, or the Town may offset the cost of the premiums against any monies due to Consultant from the Town. The parties hereto understand and agree that the Town is relying on, and does not waive or intend to waive by any provision of this Agreement, the monetary limitations (presently $150,000 per person and $600,000 per occurrence) or any other rights immunities and protections provided by the Colorado Governmental Immunity Act, Sections 24-10-101 et seq., C.R.S., as from time to time amended, or otherwise available to the District, its officers or employees.

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

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

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

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

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

11. Employees, Subcontractors and Assignees. The providing of professional services required under paragraph I of this Agreement shall be the responsibility of Consultant. Consultant may employ or subcontract with additional persons to assist in the performance of this Agreement. Supervision and payment of any such persons shall be the sole and exclusive responsibility of Consultant. Notwithstanding the foregoing, however, this Agreement shall not be assigned by Consultant to a third party without the prior express written consent of the Town.

12. Termination. If at any time the Town is dissatisfied with the services of Consultant for any reason whatsoever, the Town may terminate this Agreement effective immediately upon the delivery of written notice to Consultant. In the event of any such termination, the Town shall pay Consultant for services rendered through the date of termination.
13. **Agreement Administration and Notice.** For purposes of administering this Agreement, the Town Manager hereby appoints the Carbondale Public Works Director, to represent the Town in carrying out the purposes and intent of this Agreement. Any notices required to be given pursuant to this Agreement shall be delivered as follows:

**To the Town:**   
Jay Harrington, Town Manager  
Town of Carbondale  
511 Colorado Avenue  
Carbondale, CO 81623

**Copy to:**   
Mark Hamilton, Town of Carbondale Attorney  
Holland & Hart LLP  
600 E. Main St., Suite 104  
Aspen, CO 81611

**To the Consultant:**   
Laurie Batchelder Adams, President  
LBA Associates, Inc.  
2186 S. Washington Street  
Denver, CO 80210

14. **Responsibilities.** Consultant shall be responsible for all damages to persons or property caused by the Consultant, its agents, employees or sub consultants, to the extent caused by its negligent acts, errors and omissions hereunder.

15. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties. The provisions of this Agreement may be amended at any time by the written mutual consent of both parties. The parties shall not be bound by any other agreements, either written or oral, except as set forth in this Agreement.

16. **Governing Law.** The laws of the State of Colorado shall govern the validity, performance and enforcement of this Agreement. Exclusive venue for any action instituted pursuant to this agreement shall lie in Garfield County, Colorado.

17. **Authority.** Each person signing this Agreement represents and warrants that said person is fully authorized to enter into and execute this Agreement and to bind the party it represents to the terms and conditions hereof.

18. **Attorneys’ Fees.** Should this Agreement become the subject of litigation between the Town and Consultant, the prevailing party shall be entitled to recovery of all actual costs in connection therewith, including but not limited to attorneys’ fees.
CONSULTANT
LBA ASSOCIATES, INC.

By: __________________________
Laurie Batchelder Adams as President of LBA Associates, Inc.

STATE OF COLORADO )
) ss.
COUNTY OF GARFIELD )

The foregoing AGREEMENT FOR PROFESSIONAL SERVICES was acknowledged before me this ___ day of ________________ , 2020, by Laurie Batchelder Adams.

Witness my hand and official seal.

My commission expires: ______________

LAURA MARGARET SKINNER
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20174045576
MY COMMISSION EXPIRES 11/03/2021

Notary Public
December 9, 2019

Jay Harrington, Town Manager
Town of Carbondale
511 Colorado Ave.
Carbondale, CO 81623

RE: Carbondale Plastics Reduction Strategy – Proposed Scope of Work & Budget

Dear Jay:

LBA Associates, Inc. (LBA) is pleased to submit this project approach to develop a long-term plastics reduction strategy for the Town of Carbondale. We understand that the project will target single use plastics and will focus primarily on reduced sale and use.

LBA was fortunate to have assisted the Town of Carbondale in its successful conversion to a single-hauler collection system - one of few communities to make that change in the last several years. We are enthused to be part of a new project that will make the Town a leader in this industry once again.

Laurie Batchelder Adams will serve as the Town’s primary contact for LBA. We will include Alicia Archibald of A2 Solutions, LLC on our team. Archibald is a frequent LBA research associate, serves on the Recycle Colorado Board of Directors and is based in Colorado Springs (she will incur only labor - no expenses - on the project as proposed).

SCOPE OF WORK
LBA’s approach described below reflects the effort and budget for the LBA services only. As the project will be a collaborative effort between LBA and the PR Studio, however, we have identified task overlap between the firms and developed a project schedule that includes all work up to actual implementation. We are happy to adjust the scope (and associated budget) as needed to be most responsive to the Town's objectives and adapt to the project as it evolves over the next few months.

Task 1 - Research Best Management Practices – These are expected to include policies such as bans, material substitutions, fees & other mechanisms specific to polystyrene; plastic straws, containers, service ware, utensils; and plastic film/wrap. LBA will:
- Research best Colorado programs
- Research national programs

LBA ASSOCIATES, INC.
2186 S. Washington St., Denver, Colorado 80210  303-733-7943  laurie@lbaassoc.com
TOWN OF CARBONDALE PLASTICS REDUCTION STRATEGY

- Facilitate a teleconference with the Carbondale Environmental Board to discuss its work on the local bag ban & gather input for the project (if this meeting can be coordinated with LBA’s Task 2 trip to Carbondale, it will be changed to a live meeting)
- Identify the current status of state-level policy efforts & potential impact on the projects (i.e., state-wide plastic bag ban, local pre-emption on plastic regulation, cannabis packaging diversion, market development for plastic processors, etc.)
- Tabulate findings - review with staff via teleconference

We understand that the primary focus of this project work will be on reducing the generation, use and sales of single-use plastics in Carbondale. We will include, however, policies that facilitate diversion of plastic waste (once generated and used) that have the potential for significantly achieving the Town’s goals.

Task 2 - Evaluate Potential for Plastics Reduction – LBA work will rely on existing waste composition from Pitkin County (2015), Fraser/Winter Park (2016), Eagle County (2017), Summit County (2019) & other available and pertinent sources:
  - Utilize composition data from Mountain Waste & Recycling’s residential sort (expected to be available by spring 2020)
  - Tabulate findings - review with staff via teleconference
  - Present Task 1 & 2 findings at Trustees meeting

It is expected that the Trustees will provide initial input that will assist in framing the information and questions taken to the stakeholders in Task 3.

Task 3 - Support PR Studio in Stakeholder Process – Stakeholders are expected to include retailers, food service establishments and manufacturers (if any). To provide the PR Studio with technical input to this task, LBA will:
  - Provide comments on the “story” PR Studio will create to frame the plastics reduction strategy concept for stakeholders
  - Review targeted businesses identified by the Town & PR Studio (this activity will ideally be conducted prior to the Task 2 Trustee meeting to allow Trustee’s to weigh in on specific stakeholders)
  - Draft questions that can be used as an on-line survey, for one-on-one interviews or for focus group research
  - Participate in up to 2 phone interviews or calls to support PR Studio’s “live lab” research (these can be switched to live meetings if they coincide with LBA’s Task 2 or Task 3 trip to Carbondale)
  - Review PR Studio’s compilation of stakeholder input (expected to be tabulated or bulletized for easy review)

Task 4 – Draft Reduction Strategy Recommendations – LBA’s work will include:
  - Providing 2 to 3 primary strategy recommendations based on Task 1-3 findings and relative pros & cons including
    o Concept implementation costs (2020$) - assumes staff and PR Studio will provide staff, promotion & outreach costs as applicable
    o Work with Carbondale’s attorney to evaluate any legal constraints
  - Tabulating draft results
TOWN OF CARBONDALE PLASTICS REDUCTION STRATEGY

- With PR Studio, presenting Task 3 and 4 findings & recommendations at Trustee meeting
  It is expected that the Trustees will provide enough direction on preferred strategic components to allow LBA to develop a brief written plan in Task 5 that will support ultimate implementation of the Town’s strategy.

**Task 5 – Finalize Strategic Plan & Support Public Process** – As the final step in the project, LBA will:

- Identify a sequential/phased schedule for implementation of strategic components over 10 years
- Develop short memo report summarizing the plan (and including pertinent research & stakeholder findings as may be useful should the plan be modified or expanded in the future) – draft & final versions to allow input from staff, Trustees & PR Studio as appropriate
- Support the Town & PR Studio’s development of a public & stakeholder process to introduce & roll out the new strategy
- Present the final plan at Trustees meeting
- Participate in up to 2 public meetings that coincide with Trustee meeting (assume these meetings will be held on the day immediately following the Trustee meeting to minimize travel costs)

**SCHEDULE**
LBA can begin work during the first quarter of 2020. We have laid out a 6-month schedule below that assumes a February start date; we can be flexible on this date as needed to best meet the Town’s schedule and coordinate effectively with PR Studio. This timeline is an approximation only; it assumes Trustee, staff and PR Studio review and input is timely.

<table>
<thead>
<tr>
<th>TASK</th>
<th>TIMELINE for COMPLETION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Research BMPs</td>
<td>February (weeks 1-4)</td>
</tr>
<tr>
<td>2 Estimate Potential for Plastics Reduction</td>
<td>February (weeks 1-4)</td>
</tr>
<tr>
<td><strong>Trustee Meeting</strong></td>
<td>Early March (weeks 5-6)</td>
</tr>
<tr>
<td>3 Support PR Studio in Stakeholder Process</td>
<td>Late March (weeks 7-8 for LBA) Full stakeholder process may extend through May</td>
</tr>
<tr>
<td><strong>Trustee Meeting</strong></td>
<td>June (weeks 17-20)</td>
</tr>
<tr>
<td>4 Draft Strategic Recommendations</td>
<td>Early July (weeks 21-22)</td>
</tr>
<tr>
<td><strong>Trustee Meeting</strong></td>
<td>Late July (weeks 23-24)</td>
</tr>
<tr>
<td>5 Finalize Plan &amp; Support Public Process</td>
<td>Including final Trustee mtg &amp; initial public meetings</td>
</tr>
</tbody>
</table>

**LBA EXPENSES**
The table on the next page provides an estimate of LBA labor and travel costs only. We have included several factors to control costs; Batchelder Adams’ labor will be charged at her 2017 hourly rate (same rate used for Carbondale’s single-hauler project); travel labor costs will be discounted 50%; and there will be no mark-up on expenses. To the extent LBA is working in either the Roaring Fork or Vail Valley...
at the same time and can coordinate travel, we will work to reduce travel costs further. We anticipate that invoicing and payment will be on a time and materials basis up to the not-to-exceed project total.

<table>
<thead>
<tr>
<th>TASK</th>
<th>LABOR</th>
<th>MAXIMUM TRAVEL COSTS</th>
<th>SUBTOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Research BMPs</td>
<td>$6,300</td>
<td>$0</td>
<td>$6,300</td>
</tr>
<tr>
<td>2 Estimate Potential for Plastics Reduction (Carbondale mtg)</td>
<td>$2,160</td>
<td>$500</td>
<td>$2,660</td>
</tr>
<tr>
<td>3 Support PR Studio in Stakeholder Process</td>
<td>$2,160</td>
<td>$0</td>
<td>$2,160</td>
</tr>
<tr>
<td>4 Draw Strategic Recommendations (Carbondale mtg)</td>
<td>$3,810</td>
<td>$500</td>
<td>$4,310</td>
</tr>
<tr>
<td>5 Develop Plan &amp; Support Public Process (Carbondale mtg)</td>
<td>$3,810</td>
<td>$750</td>
<td>$4,560</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$18,240</strong></td>
<td><strong>$1,750</strong></td>
<td><strong>$19,990</strong></td>
</tr>
</tbody>
</table>

Labor rates – Batchelder Adams ($135/hour), Archibald ($75/hour)

Please don’t hesitate to contact me with any questions concerning the scope of work or budget. We look forward to working with the Carbondale staff and Trustees again, and to collaborating with PR Studio on this cutting-edge project.

Sincerely,

Laurie Batchelder Adams, President

dc: Alicia Archibald, A2 Solutions
Kathleen Wanatowicz, PR Studio
AGREEMENT FOR PROFESSIONAL SERVICES

This AGREEMENT FOR PROFESSIONAL SERVICES is made effective the 14th day of January, 2020 between the TOWN OF CARBONDALE, a Colorado home rule municipal corporation ("Town"), and PR Studio, LLC a Colorado Limited Liability Company, Corporation ("Consultant").

WITNESSETH:

In consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. **Scope of Agreement.** Consultant agrees to provide Consulting Services, as more fully identified in the Town of Carbondale Outreach Strategy and Stakeholder Engagement, Plastic Reduction Proposal and Budget dated December 11, 2019, for the Town of Carbondale, Colorado.

2. **Consideration.** The Town agrees to compensate Consultant for its’ fees and services in an amount as established within the Consultant’s submittal for the scope of work identified in the above-mentioned proposal. A project budget which includes a not-to-exceed without prior authorization cost has been included in the proposal. However, actual billing and payment will be on a time and materials basis based on the Consultant’s current fee schedule. In no case will the project billing exceed the approved budget unless agreed to by the Town in advance. The Town will not agree to additional project billing unless the scope of the original project has changed significantly. Work beyond the scope of work shall be performed on a time and materials basis based upon the hourly rates submitted to the Town. All work shall be approved by the Town prior to incurring costs on a project.

   a. **Reimbursables and Direct Costs.** As part of Consultant’s Compensation, the Town will promptly reimburse all of Consultant’s expenses and direct costs incurred in performing its services hereunder, including, without limitation, consultant fees and expenses, travel expenses, shipping and courier services, meals, and printing and copying, at the rate of 110% of the actual expenses and costs incurred. Notwithstanding the foregoing, the Consultant hereby agrees to provide the Town with a detailed accounting for all expenses and/or direct costs for which it is seeking reimbursement for under this Agreement. The Consultant also agrees to obtain the Town’s prior approval before incurring any expenses greater than $500.

3. **Term and Renewal.** This Agreement shall be effective as of the date of its execution by both parties and shall extend until July 31, 2019 unless earlier terminated pursuant to paragraph 12, subject to and conditioned upon annual budgeting by the Town for Consultant’s services pursuant to Section 10, below.
Should the Town fail to budget for Consultant's services in any budget year, then this Agreement shall not renew and shall automatically terminate. This Agreement may also be terminated by the Town for at any time pursuant to Section 12, below.

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   Carbondale, CO 81623

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   Mark Hamilton, Town of Carbondale Attorney  
   Holland & Hart LLP  
   600 E. Main St., Suite 104  
   Aspen, CO 81611

   **To the Consultant:**  
   Kathleen Wanatowicz, Principal  
   PR Studio, LLC  
   P.O. Box 1523  
   Carbondale, CO 81623

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**IN WITNESS WHEREOF,** the parties hereto have hereunto set their hands this 14th day of January, 2020.

**TOWN OF CARBONDALE**
a Colorado home rule municipal corporation

By: ____________________________
   Dan Richardson, Mayor

ATTEST:

_______________________________
Cathy Derby, Town Clerk

**APPROVED AS TO FORM**

By: ____________________________
   Mark Hamilton, Town Attorney

**CONSULTANT**

PR Studio, LLC

By: ____________________________
   Kathleen Wanatowicz, Principal, PR Studio
Town of Carbondale
Strategic Communications and Outreach Services
Outreach Strategy and Stakeholder Engagement
Plastics Reduction
December 11, 2019

Introduction

The Town of Carbondale is exploring long-term strategies for single use plastics reduction. It is important to engage both the citizens and businesses as part of the conversation which will eventually help form any new policies and regulations surrounding single use plastics. This effort will focus primarily on reduced sale and use of plastics. PR STUDIO will lead the public outreach, engagement and awareness campaign targeted at Carbondale businesses and citizens. PR STUDIO will develop compelling informational materials, lead engagement meetings and host informational events aimed at supporting LBA Associates in their research and recommendation.

PR STUDIO is a strategic communications firm located in Carbondale, Colorado and serving clients throughout the western slope, providing full-service communications, outreach and project marketing services.

Presented By:

Kathleen Wanatowicz, Principal
PR STUDIO
970-618-5114
Kathleen@prstudioco.com

communications + project management + public relations + community outreach + strategic planning

PO Box 1523 | Carbondale, Colorado 81623
Scope Objectives

- Find ways to increase awareness and participation in the subject.
- Develop understanding of project impacts and create appropriate and engaging communications and outreach plan.
- Develop and advise on public relations strategy, messaging and media relations.
- Recommend messaging and channels to distribute project information.
- Advise Town of Carbondale on participation in outreach activities and meetings.
- Attend and host meetings as appropriate.
- Coordination with project team.

Task 1

Campaign Outreach Soft Launch: (LBA Task 1 & 2)
Develop informational materials including project goals, initiative information and background.
Begin information gathering from community members and businesses.
Timeline: February 2020
Deliverables: Project Kick Off (Internal), Project Fact Sheet, Website Content, Outreach Plan, Messaging, 5 – 6 Small Group Meetings. (Chamber, Larger Employers in Carbondale, Environmental Board)

Task 2
Launch Campaign and Outreach: (LBA Task 1 & 2)
Awareness campaign launch on 1st Friday to collect initial data and gather input on the level of interest and desire to engage in the reduction of plastics. This will assist in framing the information and questions taken to the stakeholders in Task 3.
Timeline: March - April 2020 (March 6th or April 3rd)
Deliverables: First Friday Event, Initiative Publicity

Task 3
Inquire – Diving Deep to Gain More Insights: (LBA Task 3)
On-line survey launches for one month. Conduct business forum to align objectives and brainstorm solutions.
Timeline: April – May 2020
Deliverables: Online survey, Living Lab, Business Forum (identify challenges) testing solutions

Task 4
Inform and Report Out on Feedback/Analysis: (LBA Task 4 & 5)
Timeline: June – July 2020
Deliverables: Outreach Report; Survey Analysis, Stakeholder Interviews

communications + project management + public relations + community outreach + strategic planning
Communications Services

- Public relations and outreach
- Develop content for ongoing project information
- Community education and awareness
- Press releases as needed
- Creation of social media content and updates: Facebook, Instagram, Twitter

Outreach Services

- Living Lab: Experimental exercise demonstrating plastic reduction strategy at a local business.
- Pop-up Events (interactive, educational)
- One-on-one outreach with stakeholders and focus groups (HOAs, businesses-categorized, chamber, schools)
- Collateral and content creation

Monthly Project Service Fee

Service Fees: All services will be billed at a total of $3,000.00 per month for six months. (20 hours a month) Public relations and outreach services total $18,000.00. Direct expenses are estimated at $2,000.00. Total budget is $20,000.00

The lump sum all-inclusive communications service fee includes all communication services in the above scope.

Term

The term of this engagement will be effective February 1st through July 31st, 2019.
AGREEMENT FOR SOLAR PREVENTATIVE MAINTENANCE SERVICES

This AGREEMENT FOR Solar Preventative Maintenance Services ("Agreement") is made effective the 14th day of January, 2020 by and between the TOWN OF CARBONDALE, a Colorado home rule municipal corporation ("Town"), and SUNSENSE a Colorado Corporation ("Contractor").

WHEREAS, the Town desires to contract with Contractor for, and Contractor desires to perform for the Town, such Work upon the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. Scope of Agreement. Contractor agrees to provide the Work, as more fully identified on Attachment B (Contractor’s Proposal), which is incorporated herein by this reference.

2. Town Information. The Town shall provide all public information reasonably requested by Contractor to perform the Work. Contractor may require additional assistance and information from Town staff from time to time, and Town agrees to provide such assistance as may be reasonably requested by Contractor on a timeline that is reasonable based on the Town staff availability.

3. Compensation. The Town agrees to compensate Contractor for the Work (including labor and materials) in amounts specified in Attachment A, for the scope of work identified on Attachment A.

4. Billing. Contractor shall invoice the Town for deliverables as detailed on Attachment A, with each bill to include a list of labor terms and any materials or other expenses during that billing period. Payments of amounts due shall be made by the Town within thirty (30) days after receipt of each statement and all necessary backup data. Contractor may add late fees of 1.5% per month to charges not timely paid within such thirty (30) day period.

5. Term and Renewal. This Agreement shall be effective as of January 14, 2020, for one year. Upon completion of the initial year term, the contract may extend for up to two (2) additional year terms if requested by the Town, unless earlier terminated pursuant to this Agreement. Notwithstanding the foregoing, all terms set forth herein are subject to the appropriation and termination provisions set forth below in Sections 8 and 10 of this Agreement.

6. Status. Contractor is an independent Contractor and shall not be considered an employee of the Town for any purpose. Contractor shall be responsible for payment of all federal, state and local taxes as may be associated with amounts paid by Town to
Contractor under this Agreement. Neither Contractor nor the Town shall have the right to commit the other beyond the terms of this Agreement without express written agreement of both parties.

5. **Contractor’s Obligations.** All work performed by the Contractor shall be performed in a workmanlike manner, pursuant to industry standards and all applicable Carbondale Municipal Code provisions, and subject to Town’s satisfaction and approval. The Contractor shall clean up all debris generated by its work. Contractor shall also perform as follows:

   a. Contractor shall supervise and direct the Work, using Contractor’s best skill and attention, and Contractor shall be solely responsible for all construction means, methods, techniques, sequences and procedures and for coordinating all portions of the Work rendered under this Agreement. Contractor shall provide and pay for all labor, materials, equipment, tools, transportation, and other facilities and services necessary to complete the Work in a workmanlike manner. Contractor accepts the relationship of trust and confidence established between the Town and Contractor by this Agreement. Contractor represents, covenants and agrees to furnish efficient business administration and superintendence, to furnish at all times an adequate supply of workers and materials, and to perform the Work in the best way and in the most expeditious and economical manner consistent with the interests of the Town.

   b. Contractor warrants to the Town that all materials and equipment incorporated in the Work will be new unless otherwise expressly approved by the Town, that all work and materials will be free from faults and defects, and that all work and materials will be in conformance with any specifications provided by the Town and all applicable requirements of local building codes and zoning requirements and all federal, state and local rules, regulations, orders, statutes and ordinances. Any Work not conforming to these requirements shall be considered defective and corrected by Contractor at its own expense. In addition, any professional and/or consulting services performed by Contractor in connection with the Work shall be performed by Contractor in accordance with the highest generally accepted national standards of care, skill, diligence and professional competence applicable to Contractor.

   c. Contractor shall at all times keep the work sites free from accumulation of waste, materials or rubbish caused by Contractor's operations and shall at all times maintain a neat and orderly work area as required by Town. At the completion of the Work, the Contractor shall remove all such waste, materials and rubbish from and about the work sites, as well as Contractor's tools, construction equipment, machinery and surplus materials. Contractor shall comply with any and all provisions of applicable law with respect to the transportation, handling, use, storage, disposal, removal and disposal of hazardous material, hazardous substances or hazardous waste in accordance with all applicable law or governmental regulations, including any governmental order or requirement for cleanup or remedial work arising out of Contractor's transportation, handling, use, storage or disposal of such hazardous materials.
d. Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the Work. Contractor shall take all necessary precautions for the safety of, and shall provide all necessary protection to prevent damage, injury or loss to (a) all employees on the Work and other persons who may be affected thereby, (b) all the Work and all materials and equipment to be incorporated herein, and (c) other property at the site or adjacent thereto. Contractor shall give all notices and comply with all applicable laws, ordinances, rules, regulations and orders of any public authority bearing on the safety of persons and property and their protection from damage, injury or loss. Where consideration of labor, equipment or safety is involved, Contractor is solely responsible for all decisions and Town shall not incur any liability as a result of Contractor's decisions.

e. All claims which Contractor has or wishes to assert against Town must be presented in writing to Town not later than ten (10) days after Contractor is aware or should have been aware that a claim will or does exist, or such longer time as may be required by law, even though the exact nature of the claim and the amount of the claim may not be determinable at that time. The nature of the claim and the amount of the claim must be presented to Town in writing as soon thereafter as Contractor has or should have had such information, and Contractor hereby waives all claims not presented as provided herein.

f. Contractor shall promptly pay all bills and charges for its materials, labor and other costs in connection with the Work and shall keep the project site and all improvements thereon free and clear of any liens, charges or claims of Contractor or its subcontractors, material suppliers, employees and agents. In the event a lien shall be filed in connection with the Work, Contractor shall, at its own cost, cause such lien to be discharged within ten (10) days from recordation of the lien. In the event Contractor fails to discharge the lien when required hereunder, Contractor shall be immediately liable to the Town and shall pay to the Town all costs, damages and losses incurred by the Town in connection with such lien, including but not limited to attorneys' fees, costs resulting from delay in closing sales, and the cost of bonds to release the lien.

6. Indemnity. TO THE FULLEST EXTENT PERMITTED BY LAW, CONTRACTOR SHALL INDEMNIFY, DEFEND AND HOLD HARMLESS THE TOWN AND ITS OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES, ATTORNEYS AND AGENTS (COLLECTIVELY, "INDEMNITEES") FOR, FROM AND AGAINST ANY AND ALL CLAIMS AND LIABILITIES (INCLUDING, WITHOUT LIMITATION, CLAIMS AND LIABILITIES RELATING TO BODILY INJURY OR PROPERTY DAMAGE), DIRECTLY OR INDIRECTLY ARISING OUT OF, RESULTING FROM OR RELATED TO THIS AGREEMENT OR THE WORK, INCLUDING, WITHOUT LIMITATION, ANY FAILURE BY CONTRACTOR OR ITS SUBCONTRACTORS TO PROPERLY PERFORM THE WORK IN ACCORDANCE WITH THIS AGREEMENT, OR THE NEGLIGENCE OR MISCONDUCT OF CONTRACTOR OR CONTRACTOR'S OFFICERS, AGENTS, EMPLOYEES, OR SUBCONTRACTORS.
7. **Insurance.** Contractor shall obtain, maintain and provide proof of general commercial liability, automotive liability, and worker’s compensation insurance to the Town upon execution of this Agreement. The form and limits of such insurance, together with the underwriter thereof in each case, shall be acceptable to the Town. The Town shall be named as an additional insured on all such policies. Contractor will procure and maintain the following types of insurance at limits no less than stated below:

   a. Workers’ Compensation complying with the laws of the State of Colorado and Employer’s Liability Insurance in an amount not less than $1,000,000.00, as well as any similar coverage required for this work by applicable federal or state law.

   b. Comprehensive Automobile Liability Insurance in an amount not less than $1,000,000 combined single limit.

   c. Commercial General Liability Insurance with an installation floater in an amount not less than $1,000,000 per occurrence, specifically insuring Contractor’s indemnification obligation under this contract.

Each of the above-named policies shall be issued by an insurer acceptable to Town and be on a form satisfactory to Town, with exclusions and deductibles acceptable to Town, whose approval shall not be unreasonably withheld. The Workers’ Compensation and Employer’s Liability Insurance shall include a Waiver of Subrogation in favor of the Town. In addition, the Town shall be named as an additional insured on the Comprehensive Automobile Liability policy and the Commercial General Liability policy (by endorsement form number CG 20 26), which policies must provide coverage to the Town that is primary with respect to any other insurance carried by Town. Certificates of Insurance evidencing the above insurance coverage shall be furnished to Town before Contractor starts any Work. Policies shall be furnished to Town upon request. Insurance similar to that required of Contractor shall be provided by any subcontractors to cover their operations performed under this Agreement; provided, however, that the limits of such insurance may be adjusted in accordance with the nature of each subcontractor’s operations. Contractor shall maintain Certificates of Insurance from all subcontractors, enumerating, among other things, the waivers in favor of, and insured status of, the Town, as required herein, and shall provide to Town a copy of each Certificate of Insurance from each subcontractor upon request.

8. **Governmental Immunity/TABOR/Immigration Compliance.** Nothing herein shall be interpreted as a waiver of governmental immunity, to which the Town would otherwise be entitled under § 24-10-101, et seq., C.R.S., as amended. This contract is also contingent upon annual budgeting by the Town of Carbondale and it shall not be construed as a multi-year financial obligation of the Town. The Town’s obligations shall terminate should it fail to budget funds toward this Agreement after the current fiscal year. Contractor also agrees to be bound by the terms of attached Addendum A as related to compliance with Colorado immigration laws, which Addendum is incorporated by reference.
9. **Employees, Subcontractors and Assignees.** Contractor may employ or subcontract with additional persons to assist in the performance of this Agreement, subject to Town approval of each sub-Contractor and that sub-Contractor's agreement to obtain and maintain required insurance coverage pursuant to Paragraph 7, above. However, supervision and payment of any such persons shall be the sole and exclusive responsibility of Contractor, and the subcontracting of any of the Work shall not relieve Contractor of any of its liabilities or responsibilities under the Contract Documents. Contractor shall make prompt payment to its subcontractors for Work performed and/or materials supplied. Notwithstanding the foregoing, however, this Agreement shall not be assigned by Contractor to a third party without the prior express written consent of the Town.

10. **Termination.** The Town may terminate this Agreement at any time, and for any reason, effective immediately upon the Town's delivery of written notice to Contractor. In the event of any such termination, Contractor shall immediately cease work, and the Town shall be required to pay Contractor for Services rendered through the date of notice of termination (excepting any Services the Town disputes as inadequate or defective).

11. **Notice.** Any notices required to be given pursuant to this Agreement shall be delivered as follows:

   **To the Town:**
   
   Jay Harrington, Town Manager  
   Town of Carbondale  
   511 Colorado Avenue  
   Carbondale, CO 81623

   **Copy to:**
   
   Mark Hamilton  
   Town of Carbondale Attorney  
   Holland & Hart LLP  
   600 E. Main St., Suite 104  
   Aspen, CO 81611

   **To Contractor:**
   
   Sunsense Solar  
   1629 Dolores Way, Suite E  
   PO Box 301  
   Carbondale, CO 81623

12. **Responsibilities.** Contractor shall be responsible for all damages to persons or property caused by Contractor, its employees, sub-Contractors or others for whom Contractor is legally liable.

13. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties. The provisions of this Agreement may be amended at any time by the written
mutual consent of both parties. The parties shall not be bound by any other agreements, either written or oral, except as set forth in this Agreement.

14. **Governing Law.** The laws of the State of Colorado shall govern the validity, performance and enforcement of this Agreement. Venue for any action instituted pursuant to this agreement shall lie in Garfield County, Colorado.

15. **Authority.** Each person signing this Agreement represents and warrants that said person is fully authorized to enter into and execute this Agreement and to bind the party it represents to the terms and conditions hereof.

16. **Attorneys’ Fees.** Should this Agreement become the subject of litigation between the Town and Contractor, the prevailing party shall be entitled to recovery of all actual costs in connection therewith, including but not limited to attorneys’ fees and expert witness fees. All rights concerning remedies and/or attorneys’ fees shall survive any termination of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement for Professional Services as set forth below.

TOWN OF CARBONDALE
a Colorado home rule municipal corporation

By: __________________________
Dan Richardson, Mayor

ATTEST:

__________________________
Cathy Derby, Town Clerk

CONTRACTOR

By: __________________________
SunSense
Town of Carbondale
Addendum A to Professional Services Agreement

Work By Illegal Aliens Prohibited. Pursuant to Section 8-17.5-101, C.R.S., et. seq., as amended, Contractor warrants, represents, acknowledges, and agrees that:

1. Contractor does not knowingly employ or contract with an illegal alien.

2. Contractor shall not knowingly employ or contract with an illegal alien to perform work or enter into a contract with a sub Contractor that fails to certify to Contractor that the sub Contractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement.

3. Contractor has participated in or attempted to participate in the basic pilot employment confirmation program created in Public Law 208, 104th Congress, as amended, and expanded in Public Law 156, 108th Congress, as amended, administered by the Department of Homeland Security (hereinafter, "Basic Pilot Program") in order to confirm or attempt to confirm the employment eligibility of all employees who are newly hired for employment in the United States. If Contractor is not accepted into the Basic Pilot Program prior to entering into this Agreement, Contractor shall forthwith apply to participate in the Basic Pilot Program and shall submit to the Town written confirmation of such application within five (5) days of the date of this Agreement. Contractor shall continue to apply to participate in the Basic Pilot Program, and shall confirm such application to the Town in writing, every three (3) months until Contractor is accepted or this Agreement is completed, whichever occurs first. This Paragraph 3 shall be null and void if the Basic Pilot Program is discontinued.

4. Contractor shall not use the Basic Pilot Program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed.

5. If Contractor obtains actual knowledge that a sub-Contractor performing work under this Agreement knowingly employs or contracts with an illegal alien, Contractor shall be required to:

(a) Notify the sub Contractor and the Town within three (3) days that Contractor has actual knowledge that the sub Contractor is employing or contracting with an illegal alien; and

(b) Terminate the subcontract with the sub Contractor if within three (3) days of receiving the notice required pursuant to this subparagraph the sub Contractor does not stop employing or contracting with the illegal alien; except that Contractor shall not terminate the contract with the sub Contractor if during such three (3) days the sub Contractor provides information to establish that the sub Contractor has not knowingly employed or contracted with an illegal alien.
6. Contractor shall comply with any reasonable request by the Colorado Department of Labor and Employment ("Department") made in the course of an investigation that the Department is undertaking pursuant to the authority established in subsection 8-17.5-102(5), C.R.S.

7. If Contractor violates this Addendum, the Town may terminate this Agreement for breach of contract. If this Agreement is so terminated, Contractor shall be liable for actual and consequential damages to the Town arising out of said violation.

CONTRACTOR

By: ________________________________

Dated: ____________________________
2019 PREVENTATIVE MAINTENANCE PROPOSAL
TOWN OF CARBONDALE SOLAR ARRAYS
As a well-respected solar electric contractor in the Roaring Fork Valley and beyond for the past 28+ years, Sunsense has had the opportunity to work with a wide array of organizations. Numerous community and government organizations have partnered with Sunsense on photovoltaic projects and maintenance, and our existing experience with Hybrid Energy Group and the systems installed on Town of Carbondale property makes Sunsense the ideal preventative maintenance contractor for town-owned solar electric systems.

The following proposal details our approach to the preventative maintenance of the solar electric systems installed on the gym at the Third Street Center, at the Roaring Fork Water Treatment Plant, and the Town of Carbondale Public Works Facility.

About Sunsense Solar:

Established in 1990, Sunsense Solar has grown into one of the premier solar electric design and installation companies in Colorado. Sunsense provides turnkey services for solar electric systems of all sizes and specifications. The Sunsense goal is to proactively build a long-term, sustainable business based on quality, consistency, credibility and service to our clients.

Sunsense Solar hallmarks include our commitment to superior craftsmanship, outstanding customer service, and the highest quality products. NABCEP certified, the Sunsense Solar team is skilled and dedicated to providing environmentally responsible and cost effective solar solutions.

Preventative Maintenance Plan:

Preventative Maintenance is essential for any solar project. Especially when investing in a commercial scale solar electric system, it’s best to guarantee that it will continually produce at an optimal level and meet return on investment and clean energy production targets.

Having been in business for almost 30 years, Sunsense Solar understands the full life cycle of solar electric systems. Our trained professionals can anticipate potential risks and safeguard your systems against them.

In order to protect the Town of Carbondale’s investment, our Service Department recommends a basic annual preventative maintenance plan.

The Sunsense service department offers a range services within an operations and maintenance package to ensure the PV system provides optimum performance and return on investment.

Entering into a standard preventative maintenance contract with Sunsense will provide the Town of Carbondale with the following services:

1. Annual on-site preventative maintenance and visual inspection.

   - Visually inspect and document conditions of PV system.
   - Confirm that each inverter is producing the correct amount of power based on PV cell temperature and irradiance at the time of inspection.
   - Test Operating Current and voltage of each PV source circuit to verify the inverter is maximum power point tracking correctly and module power output is within warranted values.
   - Clean inverter fans and test fan operation.
   - Spot test torque values on array racking system.

1629 Dolores Way, Suite E
PO Box 301
Carbondale, CO 81623

(970) 963-1420
sunsense@sunsensesolar.com
www.sunsensesolar.com
• Check for loose electrical connections within equipment.
• Provide annual maintenance report to Client, including photos and all values recorded.

2. Monitoring support.

• Assess monitoring system alerts, determine course of action required and communicate with the Town of Carbondale as appropriate.

3. Timely repair or replacement of failed components, troubleshooting, and warranty coordination (unscheduled maintenance fees apply).

Annual price and unscheduled maintenance:

Annual contract price for scheduled Preventative Maintenance including annual on-site checkup, report creation, system monitoring and phone support as needed:

<table>
<thead>
<tr>
<th>System Name</th>
<th>Location</th>
<th>System Size</th>
<th>Annual Price/Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roaring Fork Water Treatment Plant</td>
<td>Merrill Ave. at 4th St.</td>
<td>88 kW DC</td>
<td>$704.00</td>
</tr>
<tr>
<td>3rd Street Center</td>
<td>520 S 3rd St.</td>
<td>51 kW DC</td>
<td>$408.00</td>
</tr>
<tr>
<td>Public Works</td>
<td>756 Hwy 133</td>
<td>18 kW DC</td>
<td>$450.00</td>
</tr>
</tbody>
</table>

Unscheduled maintenance will be billed on the following basis:

• Repair, replacement, or unscheduled site trip expenses billed per Sunsense Service Department labor rate schedule ($95/hr per technician, 1 hour minimum).
• Final billable time shall include, but is not limited to, travel, field work, engineering and shop fabrication.
• Mileage will be billed at the current Federal Mileage Rate.
• Materials will be billed at trade pricing +35%

Summary:

Sunsense Solar is ready, able and committed to providing quality operations and maintenance services to the Town of Carbondale. As your local solar partner, we are fully vested in the ongoing operation of these systems as we care about the ongoing vitality of our town and the environmental health of the valley in which we all reside.

We genuinely appreciate the opportunity to provide our services and look forward to the next steps. If you have any questions or concerns regarding this proposal, please do not hesitate to contact Sunsense Solar.

1629 Dolores Way, Suite E  
PO Box 301  
Carbondale, CO 81623  
(970) 963-1420  
sunsense@sunsensesolar.com  
www.sunsensesolar.com
To: Mayor Dan Richardson and
Carbondale Board of Trustees

From: Chief Gene Schilling
Carbondale Police Department

Ref.: Liquor License Special Event for the Colorado Mountain Club for an event to be held on February 8, 2020 at the Third Street Center.

Date: December 17, 2019

I have found no records that would cause me to recommend denial of this liquor license special event application to serve alcohol on February 8, 2020 at the Third Street Center from 6:00 pm, - 9:00 pm.

Michael Miller / Event Manager

I recommend approval of this liquor license.
TOWN OF CARBONDALE
APPLICATION FOR A SPECIAL EVENTS PERMIT

IN ORDER TO QUALIFY FOR A SPECIAL EVENTS PERMIT, YOU MUST BE NON-PROFIT
AND ONE OF THE FOLLOWING:
- SOCIAL
- ATHLETIC
- FRATERNAL
- CHARTERED BRANCH, LODGE OR CHAPTER
- PATRIOTIC
- OF A NATIONAL ORGANIZATION OR SOCIETY
- POLITICAL
- RELIGIOUS INSTITUTION

TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR:
- MALT, VINOUS AND SPIRITUOUS LIQUOR $50 PER DAY

LIQUOR PERMIT NUMBER

1. NAME OF APPLICANT ORGANIZATION OR POLITICAL CANDIDATE
Colorado Mountain Club

STATE SALES TAX NUMBER (REQUIRED)
98-10932-0000

2. MAILING ADDRESS OF ORGANIZATION OR POLITICAL PARTY
710 10th Street Suite 200
Golden, CO 80401-5843

3. ADDRESS OF SPECIAL EVENT
Third Street Center
520 South Third Street
Carbondale, CO 81623

NAME

DATE OF BIRTH

EMAIL ADDRESS

PHONE NUMBER

4. PRES/SECY OF ORG. OR POLITICAL CANDIDATE

5. EVENT MANAGER
Michael Miller

6. HAS APPLICANT ORGANIZATION OR POLITICAL CANDIDATE
BEEN ISSUED A SPECIAL EVENT PERMIT THIS CALENDAR YEAR?
- NO
- YES

7. IS PREMISES NOW LICENSED UNDER
STATE LIQUOR OR BEER CODE?
- NO
- YES

8. DOES THE APPLICANT HAVE POSSESSION OR WRITTEN PERMISSION FOR THE USE OF THE PREMISES
TO BE LICENSED?
- NO
- YES

LIST BELOW THE EXACT DATES(S) FOR WHICH APPLICATION IS BEING MADE FOR PERMIT

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours From</th>
<th>Hours To</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/8/20</td>
<td>6:00 PM</td>
<td>9:00 PM</td>
</tr>
</tbody>
</table>

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

DATE

REPORT AND APPROVAL OF LOCAL LICensing AUTHORITY

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 12,
Article 48, C.R.S., as amended

THEREFORE, THIS APPLICATION IS APPROVED.

SIGNATURE

TITLE

DATE

LOCAL LICENSING AUTHORITY

ATTEST
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,

COLORADO MOUNTAIN CLUB FOUNDATION

is a Nonprofit Corporation

formed or registered on 07/20/1973 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 19871260245.

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 12/03/2019 that have been posted, and by documents delivered to this office electronically through 12/04/2019 @ 14:36:53.

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 12/04/2019 @ 14:36:53 in accordance with applicable law. This certificate is assigned Confirmation Number 11944803.

End of Certificate

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

Stage

Seating area

Check ID's
Issue wrist bands

Entrance
The Colorado Mountain Club will be hosting the Backcountry Film Festival on February 8 from 6:00-9:00 PM in the Community Hall at the Third Street Center. We will be showing a series of short films.

We are expecting between 200-300 people attending and we are interested in serving beer and wine.

There is a small hallway that attendees will have to access to enter the hall. In this hallway, we will have a person who will check ID’s and issue wristbands to attendees before they enter the Community Hall. Our beer/wine table will be set-up along the west wall of the room. No one will be given alcoholic beverages without a wristband.
December 4, 2019

Approval to apply for liquor license from Town of Carbondale for event at Third Street Center

Colorado Mountain Club has rented our Community Hall for an event on February 8, 2020 from 5:00pm to 10:00pm. They have our permission to apply to the Town of Carbondale for special event liquor license for that event. All liquor consumption must say within Community Hall and should not be in any other part of the building. We will coordinate security for the event and building.

Sincerely,

[Signature]

Colin Laird
Director
Third Street Center
970-963-3221 x3
colin@thirdstreetcenter.net

A community place promoting inspiration, sustainability and creative exchange

520 South Third Street, Carbondale, CO 81623
www.thirdstreetcenter.net
To: Mayor Dan Richardson and
Carbondale Board of Trustees

From: Gene Schilling
Chief of Police, Carbondale Police Department

Ref.: Liquor License Transfer Application for Main Street Wines & Spirits

Date: November 13, 2019

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

Julianne Tran / Applicant

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

I recommend approval of the liquor license transfer application.
## Colorado Liquor
Retail License Application

- All answers must be printed in black ink or typewritten
- Applicant must check the appropriate box(es)
- Applicant should obtain a copy of the Colorado Liquor and Beer Code: [www.colorado.gov/enforcement/liquor](http://www.colorado.gov/enforcement/liquor)

### 1. Applicant is applying as an
- [ ] Individual
- [ ] Limited Liability Company
- [ ] Association or Other
- [x] Corporation
- Partnership (includes Limited Liability and Husband and Wife Partnerships)

**Double T Investments, LLC**

2a. Trade Name of Establishment (DBA)

**WINE+ MAIN STREET SPIRITS**

2b. State Sales Tax Number

720-1876165

2c. Business Telephone

970-963-2767

3. Address of Premises (specify exact location of premises, include suite/unit numbers)

- **City**: CARBONDALE
- **County**: GARFIELD
- **State**: CO
- **ZIP Code**: 81623

4. Mailing Address (Number and Street)

389 MAIN STREET

5. Email Address

julia@ tripleco.com

### 6. If the premises currently has a liquor or beer license, you must answer the following questions

<table>
<thead>
<tr>
<th>Present Trade Name of Establishment (DBA)</th>
<th>Present State License Number</th>
<th>Present Class of License</th>
<th>Present Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MAIN STREET SPIRITS</strong></td>
<td>03-03437</td>
<td>Retail Liquor Store</td>
<td>09-01-2020</td>
</tr>
</tbody>
</table>

### Section A

<table>
<thead>
<tr>
<th>Nonrefundable Application Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Application Fee for New License</td>
</tr>
<tr>
<td>☐ Application Fee for New License w/Concurrent Review</td>
</tr>
<tr>
<td>☒ Application Fee for Transfer</td>
</tr>
</tbody>
</table>

### Section B

#### Liquor License Fees

| ☐ Add Optional Premises to H & R | $160.00 X |
| ☐ Add Related Facility to Resort Complex | $75.00 X |
| ☐ Add Sidewalk Service Area | $75.00 |
| ☐ Arts License (City) | $308.75 |
| ☐ Arts License (County) | $308.75 |
| ☐ Beer and Wine License (City) | $351.25 |
| ☐ Beer and Wine License (County) | $439.25 |
| ☐ Brew Pub License (City) | $750.00 |
| ☐ Brew Pub License (County) | $750.00 |
| ☐ Campus Liquor Complex (City) | $500.00 |
| ☐ Campus Liquor Complex (County) | $500.00 |
| ☐ Campus Liquor Complex (State) | $500.00 |
| ☐ Club License (City) | $308.75 |
| ☐ Club License (County) | $308.75 |
| ☐ Distillery Pub License (City) | $750.00 |
| ☐ Distillery Pub License (County) | $750.00 |
| ☐ Hotel and Restaurant License (City) | $500.00 |
| ☐ Hotel and Restaurant License (County) | $500.00 |
| ☐ Hotel and Restaurant License w/one opt premises (City) | $500.00 |
| ☐ Hotel and Restaurant License w/one opt premises (County) | $500.00 |
| ☐ Liquor-Licensed Drugstore (City) | $227.50 |
| ☐ Liquor-Licensed Drugstore (County) | $312.50 |
| ☒ Lodging & Entertainment - L&E (City) | $500.00 |
| ☒ Lodging & Entertainment - L&E (County) | $500.00 |
| ☐ Manager Registration - H & R | $75.00 |
| ☐ Manager Registration - Tavern | $75.00 |
| ☑ Manager Registration - Lodging & Entertainment | $75.00 |
| ☐ Manager Registration - Campus Liquor Complex | $75.00 |
| ☐ Master File Location Fee | $25.00 X |
| ☐ Master File Background | $250.00 X |

#### Other Liquor License Fees

| ☐ Optional Premises License (City) | $500.00 |
| ☐ Optional Premises License (County) | $500.00 |
| ☐ Racetrack License (City) | $500.00 |
| ☐ Racetrack License (County) | $500.00 |
| ☐ Related Facility - Campus Liquor Complex (City) | $180.00 |
| ☐ Related Facility - Campus Liquor Complex (County) | $180.00 |
| ☐ Related Facility - Campus Liquor Complex (State) | $180.00 |
| ☐ Retail Gaming Tavern License (City) | $500.00 |
| ☐ Retail Gaming Tavern License (County) | $500.00 |
| ☐ Retail Liquor Store License - Additional (City) | $227.50 |
| ☐ Retail Liquor Store License - Additional (County) | $312.50 |
| ☐ Retail Liquor Store (City) | $227.50 |
| ☐ Retail Liquor Store (County) | $312.50 |
| ☐ Tavern License (City) | $500.00 |
| ☐ Tavern License (County) | $500.00 |
| ☐ Vintners License (City) | $750.00 |
| ☐ Vintners License (County) | $750.00 |

### Questions?
Visit: [www.colorado.gov/enforcement/liquor](http://www.colorado.gov/enforcement/liquor) for more information

Do not write in this space - For Department of Revenue use only

### Liability Information

<table>
<thead>
<tr>
<th>License Account Number</th>
<th>Liability Date</th>
<th>License Issued Through (Expiration Date)</th>
<th>Total</th>
</tr>
</thead>
</table>

1
Name: DOUBLE T INVESTMENTS, LLC

Type of License: Retail Liquor Store

Account Number:

7. Is the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers under the age of twenty-one years? Yes ☐ No ☒

8. Has the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers ever (in Colorado or any other state):
   a. Been denied an alcohol beverage license? ☐
   b. Had an alcohol beverage license suspended or revoked? ☐
   c. Had interest in another entity that had an alcohol beverage license suspended or revoked? ☐

If you answered yes to a, b or c, explain in detail on a separate sheet.

9. Has a liquor license application (same license class), that was located within 500 feet of the proposed premises, been denied within the preceding two years? If "Yes", explain in detail.

10. Are the premises to be licensed within 500 feet, of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary? ☐

Waiver by local ordinance? ☐

Other: ☐

11. Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of greater than (> 10,000)? NOTE: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licenced LLDS/RLS.

12. Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 3000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of less than (< 10,000)? NOTE: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licenced LLDS/RLS.

13. a. For additional Retail Liquor Store only. Was your Retail Liquor Store License issued on or before January 1, 2016? ☐

13. b. Are you a Colorado resident? ☐

14. Has a liquor or beer license ever been issued to the applicant (including any of the partners, if a partnership; members or manager if a Limited Liability Company, or officers, stockholders or directors if a corporation)? If yes, identify the name of the business and list any current financial interest in said business including any loans to or from a licensee. ☐

15. Does the applicant, as listed on line 2 of this application, have legal possession of the premises by ownership, lease or other arrangement? ☐ Ownership ☐ Lease ☐ Other (Explain in Detail)

   a. If leased, list name of landlord and tenant, and date of expiration, exactly as they appear on the lease: K & K INDUSTRIAL COMPLEX

Landlord: TROY KELLEY
Tenant: DOUBLE T INVESTMENTS LLC
Expires: 11-01-2020

b. Is a percentage of alcohol sales included as compensation to the landlord? If yes, complete question 16. ☐

   c. Attach a diagram that designates the area to be licensed in black and white outline (including dimensions) which shows the bars, brewery, walls, partitions, entrances, exits and what each room shall be utilized for in this business. This drawing should not be larger than 8 1/2" X 11".

16. Who, besides the owners listed in this application (including persons, firms, partnerships, corporations, limited liability companies) will loan or give money, inventory, furniture or equipment to or for use in this business, or who will receive money from this business? Attach a separate sheet if necessary.

Last Name: / First Name: / Date of Birth: / FEIN or SSN: / Interest/Percentage:

Attach copies of all notes and security instruments and any written agreement or details of any oral agreement, by which any person (including partnerships, corporations, limited liability companies, etc.) will share in the profit or gross proceeds of this establishment, and any agreement relating to the business which is contingent or conditional in any way by volume, profit, sales, giving of advice or consultation.

17. Optional Premises or Hotel and Restaurant Licenses with Optional Premises:

   Has a local ordinance or resolution authorizing optional premises been adopted? ☐

   Number of additional Optional Premise areas requested. (See license fee chart)

18. For the addition of a Sidewalk Service Area per Regulation 47-302(A)(4), include a diagram of the service area and documentation received from the local governing body authorizing use of the sidewalk. Documentation may include but is not limited to a statement of use, permit, easement, or other legal permissions.

19. Liquor Licensed Drugstore (LLDS) applicants, answer the following:

   a. Is there a pharmacy, licensed by the Colorado Board of Pharmacy, located within the applicant's LLDS premise? ☐

   If "Yes" a copy of license must be attached.
20. Club Liquor License applicants answer the following: Attach a copy of applicable documentation.
   a. Is the applicant organization operated solely for a national, social, fraternal, patriotic, political or athletic purpose and not for pecuniary gain? ☑ ☑
   b. Is the applicant organization a regularly chartered branch, lodge or chapter of a national organization which is operated solely for the object of a patriotic or fraternal organization or society, but not for pecuniary gain? ☑ ☑
   c. How long has the club been incorporated? ☑ ☑
   d. Has applicant occupied an establishment for three years (three years required) that was operated solely for the reasons stated above? ☑ ☑

21. Brew-Pub, Distillery Pub or Vintner's Restaurant applicants answer the following:
   a. Has the applicant received or applied for a Federal Permit? (Copy of permit or application must be attached)
      ☐ ☐

22. Campus Liquor Complex applicants answer the following:
   a. Is the applicant an institution of higher education? ☑ ☑
   b. Is the applicant a person who contracts with the institution of higher education to provide food services? ☑ ☑

23. For all on-premises applicants.
   a. Hotel and Restaurant, Lodging and Entertainment, Tavern License and Campus Liquor Complex, the Registrant Manager must also submit an Individual History Record - DR 8404-1 and fingerprint submitted to approved State Vendor through the Vendor's website. See application checklist, Section IV, for details.
   b. For all Liquor Licensed Drugstores (LLDS) the Permitted Manager must also submit a Manager Permit Application - DR 8200 and fingerprints.

24. Does this manager act as the manager of, or have a financial interest in any other liquor licensed establishment in the State of Colorado? If yes, provide name, type of license and account number.
   ☑ ☑

25. Related Facility - Campus Liquor Complex applicants answer the following:
   a. Is the related facility located within the boundaries of the Campus Liquor Complex? ☑ ☑
   b. Designated Manager for Related Facility - Campus Liquor Complex

26. Tax Information.
   a. Has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to its business? ☑ ☑
   b. Has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any taxes or surcharges imposed pursuant to section 44-3-503, C.R.S.? ☑ ☑

27. If applicant is a corporation, partnership, association or limited liability company, applicant must list all Officers, Directors, General Partners, and Managing Members. In addition, applicant must list any stockholders, partners, or members with ownership of 10% or more in the applicant. All persons listed below must also attach a copy of an Individual History Record, and make an appointment with an approved State Vendor through their website. See application checklist, Section IV, for details.

---

* If applicant is owned 100% by a parent company, please list the designated principal officer on above.
* Corporations - the President, Vice-President, Secretary and Treasurer must be accounted for above (include ownership percentage if applicable)
* If total ownership percentage disclosed here does not total 100%, applicant must check this box.
* Applicant affirms that no individual other than those disclosed herein owns 10% or more of the applicant and does not have financial interest in a prohibited liquor license pursuant to Article 3 or 5, C.R.S.
**Name**: DOUBLE T INVESTMENTS, LLC

<table>
<thead>
<tr>
<th>Type of License</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retail Liquor Store</td>
<td></td>
</tr>
</tbody>
</table>

**Oath Of Applicant**

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor or Beer Code which affect my license.

<table>
<thead>
<tr>
<th>Authorized Signature</th>
<th>Printed Name and Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Julian</td>
<td>JULIANNE TRAN, MGR/OWNER</td>
<td>10-31-2019</td>
</tr>
</tbody>
</table>

**Report and Approval of Local Licensing Authority (City/County)**

- Date application filed with local authority
- Date of local authority hearing (for new license applicants; cannot be less than 30 days from date of application)

The Local Licensing Authority Hereby Affirms that each person required to file DR 8404-I (Individual History Record) or a DR 8000 (Manager Permit) has been:

- [x] Fingerprinted
- Subject to background investigation, including NCIC/CCIC check for outstanding warrants

That the local authority has conducted, or intends to conduct, an inspection of the proposed premises to ensure that the applicant is in compliance with and aware of, liquor code provisions affecting their class of license.

(Other)

- [ ] Date of inspection or anticipated date ____________________________
- [ ] Will conduct inspection upon approval of state licensing authority

- [ ] Is the Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1,500 feet of another retail liquor license for off-premise sales in a jurisdiction with a population of > 10,000?

- [ ] Is the Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 3,000 feet of another retail liquor license for off-premise sales in a jurisdiction with a population of < 10,000?

**NOTE:** The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.

- [ ] Does the Liquor Licensed Drugstore (LLDS) have at least twenty percent (20%) of the applicant’s gross annual income derived from the sale of food, during the prior twelve (12) month period?

The foregoing application has been examined; and the premises, business to be conducted, and character of the applicant are satisfactory. We do report that such license, if granted, will meet the reasonable requirements of the neighborhood and the desires of the adult inhabitants. We will comply with the provisions of Title 44, Article 4 or 3, C.R.S., and Liquor Rules. Therefore, this application is approved.

**Local Licensing Authority for**

<table>
<thead>
<tr>
<th>Telephone Number</th>
<th>Town, City</th>
</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>Signature</th>
<th>Print:</th>
<th>Title</th>
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<tr>
<th>Signature</th>
<th>Print:</th>
<th>Title</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Date</th>
<th></th>
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</thead>
</table>
Individual History Record

To be completed by the following persons, as applicable: sole proprietors; general partners regardless of percentage ownership, and limited partners owning 10% or more of the partnership; all principal officers of a corporation, all directors of a corporation, and any stockholder of a corporation owning 10% or more of the outstanding stock; managing members or officers of a limited liability company, and members owning 10% or more of the company; and any intended registered manager of Hotel and Restaurant, Tavern and Lodging and Entertainment class of retail license.

Notice: This individual history record requires information that is necessary for the licensing investigation or inquiry. All questions must be answered in their entirety or the license application may be delayed or denied. If a question is not applicable, please indicate so by "N/A". Any deliberate misrepresentation or material omission may jeopardize the license application. (Please attach a separate sheet if necessary to enable you to answer questions completely)

<table>
<thead>
<tr>
<th>1. Name of Business</th>
<th>Home Phone Number</th>
<th>Cellular Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOUBLE T INVESTMENTS, LLC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Your Full Name (last, first, middle)</th>
<th>3. List any other names you have used</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRAN JUILLANNE TRAN</td>
<td>JULIE TRAN</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Mailing address (if different from residence)</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>JULIE <a href="mailto:TRAN@COLOMADO.COM">TRAN@COLOMADO.COM</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. List current residence address. Include any previous addresses within the last five years. (Attach separate sheet if necessary)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street and Number</td>
</tr>
<tr>
<td>-------------------</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>6. List all employment within the last five years. Include any self-employment. (Attach separate sheet if necessary)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Employer or Business</td>
</tr>
<tr>
<td>KELLY SERVICES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. List the name(s) of relatives working in or holding a financial interest in the Colorado alcohol beverage industry.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Relative</td>
</tr>
<tr>
<td>NULL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. Have you ever applied for, held, or had an interest in a Colorado Liquor or Beer License, or loaned money, furniture, fixtures, equipment or inventory to any licensee? (If yes, answer in detail)</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES X NO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9. Have you ever received a violation notice, suspension, or revocation for a liquor law violation, or have you applied for or been denied a liquor or beer license anywhere in the United States? (If yes, explain in detail)</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES X NO</td>
</tr>
</tbody>
</table>
10. Have you ever been convicted of a crime or received a suspended sentence, deferred sentence, or forfeited bail for any offense in criminal or military court or do you have any charges pending? (If yes, explain in detail.)
   - Yes ❌ No

11. Are you currently under probation (supervised or unsupervised), parole, or completing the requirements of a deferred sentence? (If yes, explain in detail.)
   - Yes ❌ No

12. Have you ever had any professional license suspended, revoked, or denied? (If yes, explain in detail.)
   - Yes ❌ No

### Personal and Financial Information

Unless otherwise provided by law, the personal information required in question #13 will be treated as confidential. The personal information required in question #13 is solely for identification purposes.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Social Security Number</td>
<td></td>
</tr>
<tr>
<td>Place of Birth</td>
<td>VIEETNAM</td>
</tr>
<tr>
<td>U.S. Citizen</td>
<td>Yes ❌ No</td>
</tr>
<tr>
<td>Naturalized, state where</td>
<td></td>
</tr>
<tr>
<td>When</td>
<td></td>
</tr>
<tr>
<td>Name of District Court</td>
<td></td>
</tr>
<tr>
<td>Date of Certification</td>
<td></td>
</tr>
<tr>
<td>Alien's Registration Card</td>
<td></td>
</tr>
<tr>
<td>Permanent Residence Card</td>
<td></td>
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<tr>
<td>Height</td>
<td></td>
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<td>Weight</td>
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<td>Hair Color</td>
<td>BROWN</td>
</tr>
<tr>
<td>Eye Color</td>
<td>BROWN</td>
</tr>
<tr>
<td>Gender</td>
<td>F</td>
</tr>
<tr>
<td>Race</td>
<td>ASIAN</td>
</tr>
<tr>
<td>Current Driver's License/ID?</td>
<td>YES ❌ NO</td>
</tr>
</tbody>
</table>

### Financial Information

- **a.** Total purchase price or investment being made by the applying entity, corporation, partnership, limited liability company, other.
  - $10,000.00

- **b.** List the total amount of the personal investment, made by the person listed on question #2, in this business including any notes, loans, cash, services or equipment, operating capital, stock purchases or fees paid.
  - $10,000.00

- **c.** Provide details of the personal investment described in 14b. You must account for all of the sources of this investment.
  (Attach a separate sheet if needed)

<table>
<thead>
<tr>
<th>Type: Cash, Services or Equipment</th>
<th>Account Type</th>
<th>Bank Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CASH</td>
<td>SAVINGS</td>
<td>WELLS FARGO</td>
<td>10,000.00</td>
</tr>
</tbody>
</table>

- **d.** Provide details of the corporate investment described in 14(a). You must account for all of the sources of this investment.
  (Attach a separate sheet if needed)

<table>
<thead>
<tr>
<th>Type: Cash, Services or Equipment</th>
<th>Loans</th>
<th>Account Type</th>
<th>Bank Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</table>

- **e.** Loan Information (Attach copies of all notes or loans)

<table>
<thead>
<tr>
<th>Name of Lender</th>
<th>Address</th>
<th>Term</th>
<th>Security</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Oath of Applicant

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

Authorized Signature  
JULIANNI TRAN  
Print Signature  
MEMBER/MANAGER 10-31-2009
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,

Double T Investments, LLC

is a

Limited Liability Company

formed or registered on 10/31/2019 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 20191875165.

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 11/04/2019 that have been posted, and by documents delivered to this office electronically through 11/05/2019 @ 16:02:06.

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 11/05/2019 @ 16:02:06 in accordance with applicable law. This certificate is assigned Confirmation Number 11896232.

[Signature]

Secretary of State of the State of Colorado

******************************************************************************
Notice: A certificate issued electronically from the Colorado Secretary of State's Web site is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's Web site, http://www.sos.state.co.us/certificatesearch/verify.do, entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our Web site, http://www.sos.state.co.us/click on “Businesses, trademarks, trade names” and select “Frequently-asked Questions.”
October 31, 2019
To: Town of Carbondale
511 Colorado Avenue, Carbondale CO 81623
RE: Authorization to transfer liquor license

To whom it may concern,

I, Mary Beth Bos, owner of Mary’s Main Street Spirits, LLC located at 389 Main Street in Carbondale, Colorado authorize Double T Investments, LLC to transfer my liquor license.

Thank you,

Mary Beth Bos
Member/Manager Mary’s Main Street Spirits
October 31, 2019

Sales Agreement

Mary Beth Bos of Mary’s Main Street Spirits, LLC located at 389 Main Street in Carbondale, Colorado herein referred to as Seller agree to sell the following properties to Julianne Tran of Double T Investments, LLC., herein called Buyer.

Business:

Liquor store business: assets and inventory of retail business known as Mary’s Main Street Spirits located at 389 Main Street, Carbondale CO 81623.

Seller will authorize transfer of liquor license to buyer.

Seller will pay all business A/P in full due up to November 1, 2019.

Seller will leave the leased physical location free of all encumbrances.

Buyer will take over lease of 389 Main Street on November 1, 2019 and pay all normal new lease fees.

Mary Beth Bos
Member/Manager Mary’s Main Street Spirits LLC

[Signature]
Date Oct 31, 2019

Julianne Tran
Member/Manager Double T Investments LLC

[Signature]
Date October 31, 2019
To: Mayor Dan Richardson and
Carbondale Board of Trustees

From: Gene Schilling
Chief of Police, Carbondale Police Department

Ref.: Liquor License Transfer for 7-Eleven

Date: November 13, 2019

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

Donald Ray Wills Owner

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

I recommend the approval for the liquor license transfer.
Colorado Fermented Malt Beverage License Application

- All answers must be printed in black ink or typewritten
- Applicant must check the appropriate box(es)
- Local license fee: $5.00
- Applicant should obtain a copy of the Colorado Liquor and Beer Code: www.colorado.gov/enforcement/liquor

1. Applicant is applying as a/an
   - Corporation
   - Partnership (includes Limited Liability and Husband and Wife Partnerships)
   - Individual
   - Limited Liability Company
   - Association or Other JOINT LICENSE

2. Applicant(s) if an LLC, name of LLC; if partnership, at least 2 partners' names; if corporation, name of corporation
   Wills Investment VIII, LLC & 7-Eleven, Inc.
   FEIN 84-2378852

3. Address of Premises (specify exact location of premises)
   7-Eleven Store 22088B
   State Sales Tax No. 42297792
   Business Telephone 970-963-0423

4. Mailing Address (Number and Street)
   Attn: 7-Eleven Licensing, P.O. Box 219088
   City or Town Dallas
   State TX
   ZIP Code 75221

5. Email Address
   cheryl.swinford@7-11.com

6. If the premises currently has a liquor or beer license, you MUST answer the following questions
   Present Trade Name of Establishment (DBA) Seven Eleven Store 22088
   Present State License No. 04-00331
   Present Class of License FMB Off Premises
   Present Expiration Date 07/28/20

Section A Nonrefundable Application Fees
- Application Fee for New License $1,550.00
- Application Fee for New License - w/Concurrent Review $1,650.00
- Application Fee for Transfer $1,550.00

Section B Fermented Malt Beverage Beer License Fees
- Retail Fermented Malt Beverage On-Premises (City) $96.25
- Retail Fermented Malt Beverage On-Premises (County) $175.50
- Retail Fermented Malt Beverage Off-Premises (City) $96.25
- Retail Fermented Malt Beverage Off-Premises (County) $175.50
- Master File Location Fee $25.00 x x To
- Master File Background $250.00 x x Total

Questions? Visit www.colorado.gov/enforcement/liquor for more information
Do Not Write in This Space - For Department Of Revenue Use Only

<table>
<thead>
<tr>
<th>Liability Information</th>
<th>License Account Number</th>
<th>Liability Date</th>
<th>License Issued Through: (Expiration Date)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>
7. Is the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers under the age of twenty-one years? 

Yes ☑

8. Has the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers ever (in Colorado or any other state):

(a) been denied an alcohol beverage license? ☑

(b) had an alcohol beverage license suspended or revoked? ☑

(c) have interest in another entity that had an alcohol beverage license suspended or revoked? ☑

If you answered yes to 8a, b or c, explain in detail on a separate sheet.

9. Has a Fermented Malt Beverage license for the premises to be licensed been denied within the preceding year? If "yes," explain in detail.

10. Is the proposed Retail Fermented Malt Beverage Off Premises license within 500 feet of any public or parochial school, the principal campus of any college, university, or seminary? NOTE: The distances are to be computed using the methods outlined under C.R.S. 44-3-313(1)(d)(I). Some limited exceptions apply under C.R.S. 44-3-313.

11. Is the proposed Retail Fermented Malt Beverage Off Premises license, or On/Off premises license, within 500 feet of a Retail Liquor Store licensed under section 44-3-409 C.R.S.? Distance should be determined using guidelines outlined in 44-3-301(12)(c) C.R.S.

12. Has a liquor or beer license ever been issued to the applicant (including any of the partners, if a partnership; members or manager if a limited liability company; or officers, stockholders or directors if a corporation)? If yes, identify the name of the business and list any current or former financial interest in said business including any loans to or from a licensee.

13. Does the applicant, as listed on line 2 of this application, have legal possession of the premises by virtue of ownership, lease or other arrangement?

☐ Ownership ☑ Lease ☑ Other (Explain in Detail)

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

Landlord: 1329 Main Street, LLC

Tenant: Wills Investment VIII, LLC

Expires: 12/31/34

14. Who, besides the owners listed in this application (including persons, firms, partnerships, corporations, limited liability companies) will loan or give money, inventory, furniture or equipment to or for use in this business; or who will receive money from this business? Attach a separate sheet if necessary.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Date of Birth</th>
<th>FEIN or SSN</th>
<th>Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>First Name</td>
<td>Date of Birth</td>
<td>FEIN or SSN</td>
<td>Interest</td>
</tr>
</tbody>
</table>

Attach copies of all notes and security instruments and any written agreement or details of any oral agreement, by which any person (including partnerships, corporations, limited liability companies, etc.) will share in the profit or gross proceeds of this establishment, and any agreement relating to the business which is contingent or conditional in any way by volume, profit, sales, giving of advice or consultation.

15. Name of Manager(s) for all on premises applicants.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A - Off premises applicant</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

16. Does this manager act as the manager of, or have a financial interest in, any other liquor licensed establishment in the State of Colorado? If yes, provide name, type of license and account number.

17. Tax Information.

a. Has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business?

b. Has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.?
18. If applicant is a corporation, partnership, association or limited liability company, applicant must list all Officers, Directors, General Partners, and Managing Members. In addition, applicant must list any stockholders, partners, or members with ownership of 10% or more in the Applicant. All persons listed below must also attach form DR 8404-I (Individual History Record), and make an appointment to be fingerprinted by an approved State Vendor through the Vendor’s website. See application checklist, Section IV, for details.

<table>
<thead>
<tr>
<th>Name</th>
<th>Home Address, City &amp; State</th>
<th>Date of Birth</th>
<th>Position</th>
<th>% Owned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wills Investments Colorado, LLC*</td>
<td>631 Boswell Crossing, Lantana, TX 76226</td>
<td>N/A</td>
<td>Member</td>
<td>100%</td>
</tr>
<tr>
<td>Donald Wills</td>
<td>Home Address, City &amp; State</td>
<td>Date of Birth</td>
<td>Position</td>
<td>% Owned</td>
</tr>
<tr>
<td>*Donald Wills, Principal Mgr.</td>
<td>631 Boswell Crossing, Lantana, TX 76226</td>
<td>N/A</td>
<td>Manager</td>
<td>0%</td>
</tr>
<tr>
<td>Name</td>
<td>Home Address, City &amp; State</td>
<td>Date of Birth</td>
<td>Position</td>
<td>% Owned</td>
</tr>
<tr>
<td>7-Eleven, Inc.</td>
<td>Home Address, City &amp; State</td>
<td>Date of Birth</td>
<td>Franchisor</td>
<td>100%</td>
</tr>
<tr>
<td>3200 Hackberry Rd., Irving, TX 75063</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** If applicant is owned 100% by a parent company, please list the designated principal officer on above.

** Corporations - the President, Vice-President, Secretary and Treasurer must be accounted for above (Include ownership percentage if applicable)

** If total ownership percentage disclosed here does not total 100%, applicant must check this box:

Applicant affirms that no individual other than those disclosed herein owns 10% or more of the applicant and does not have financial interest in a prohibited liquor license pursuant to Article 3 or 5, C.R.S.

---

**Oath of Applicant**

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor or Beer Code which affect my license.

Authorized Signature: Donald Wills, Mgr., Wills Investments VIII, LLC

Printed Name and Title: Donald Wills, Mgr., Wills Investments VIII, LLC

Date: 8-24-19

---

**Report and Approval of Local Licensing Authority (City/County)**

Date application filed with local authority: Date of local authority hearing - for new license applicants cannot be less than 30 days from date of application 44-3-311(1) C.R.S.

Each person required to file DR 8404-I has been:

- [ ] Fingerprinted
- [ ] Subject to background investigation, including NCIC/CCIC check for outstanding warrants

That the local authority has conducted, or intends to conduct, an inspection of the proposed premises to ensure that the applicant is in compliance with and aware of, liquor code provisions affecting their class of license.

(Check One)

- [ ] Date of Inspection or Anticipated Date
- [ ] Upon approval of state licensing authority
- [ ] New Fermented Malt Beverage Off Premises licenses, and On/Off Premises licenses, distance requirements of 44-3-301 C.R.S. are satisfied
- [ ] New Fermented Malt Beverage On/Off premises licenses must meet the qualifications of 44-4-104 C.R.S.

The foregoing application has been examined; and the premises, business to be conducted, and character of the applicant are satisfactory. We do report that such license, if granted, will meet the reasonable requirements of the neighborhood and the desires of the adult inhabitants, and will comply with the provisions of Title 44, Article 4 or 3, C.R.S. and Liquor Rules. Therefore, this application is approved.

Local Licensing Authority for:

- [ ] Town, City
- [ ] County

Signature:

Printed Name: Title: Date:

Signature (attest):

Printed Name: Title: Date:
ATTACHMENT TO COLORADO FMB LICENSE APPLICATION
WILLS INVESTMENT VIII, LLC & 7-ELEVEN, INC.
DBA 7-ELEVEN STORE 22088B
RE: SUSPENSIONS, DENIALS, REVOCATIONS

SUSPENSIONS, DENIALS, REVOCATIONS:

Wills Investment VIII, LLC:

Donald Wills, sole Manager of joint applicant, Wills Investment VIII, LLC and Member and principal Manager of its parent company, Wills Investments Colorado, LLC, has never been denied an alcoholic beverage license. However, he has had interests in licensee entities which have had warnings or license suspension in the State of Colorado (last 3 years noted below):

Wills Investments I LLC & 7-Eleven, Inc. dba 7-Eleven #39033A:
2017, State: Sale to Minor. 10 days suspension, 5 days served, 5 days held in Abeyance for 1 year. $200 fine paid in lieu of active suspension.

7-Eleven, Inc.

Please see the attached list of suspensions for 7-Eleven, Inc. (last 3 years, Colorado)
<table>
<thead>
<tr>
<th>STORE</th>
<th>CITY/COUNTY</th>
<th>TYPE</th>
<th>DATE</th>
<th>DISCIPLINARY/ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>34168A</td>
<td>Erie</td>
<td>Sale to Minor</td>
<td>01/01/17</td>
<td>10 days suspension, 5 days held in abeyance for one year, 5 days served with fine in lieu of suspension ($200).</td>
</tr>
<tr>
<td>35336A</td>
<td>Broomfield</td>
<td>Sale to minor</td>
<td>02/01/17</td>
<td>10 days suspension, 6 days held in abeyance for one year, 4 days served. Responsible Vendor Training required.</td>
</tr>
<tr>
<td>39033A</td>
<td>Silverthome</td>
<td>Sale to Minor</td>
<td>03/01/17</td>
<td>10 days suspension, 5 days held in abeyance for one year, 5 days served with fine in lieu of suspension ($200).</td>
</tr>
<tr>
<td>39274B</td>
<td>Lakewood</td>
<td>Sale to Minor</td>
<td>03/01/17</td>
<td>10 days suspension, 5 days held in abeyance for one year, 5 days served with fine in lieu of suspension ($200).</td>
</tr>
<tr>
<td>39510A</td>
<td>Longmont</td>
<td>Sale to minor</td>
<td>03/01/17</td>
<td>10 days suspension, 5 days held in abeyance for one year, 5 days served with fine in lieu of suspension ($200).</td>
</tr>
<tr>
<td>34442A</td>
<td>Denver</td>
<td>Sale to Minor</td>
<td>03/24/17</td>
<td>14 days suspension, 10 days held in abeyance for one year; 4 days served with fine in lieu of suspension ($200).</td>
</tr>
<tr>
<td>27141A</td>
<td>Denver</td>
<td>Sale to Minor</td>
<td>04/01/17</td>
<td>14 days suspension, 10 days held in abeyance for one year; 4 days served with fine in lieu of suspension ($200).</td>
</tr>
<tr>
<td>13169A</td>
<td>Brighton</td>
<td>Sale to Minor</td>
<td>04/19/17</td>
<td>7 days suspension, 4 days held in abeyance for one year, 3 days served with fine in lieu of suspension ($200). Responsible vendor training required.</td>
</tr>
<tr>
<td>13197A</td>
<td>Denver</td>
<td>Sale to Minor</td>
<td>05/01/17</td>
<td>30 days suspension, 0 days held in abeyance, 30 days served.</td>
</tr>
<tr>
<td>27429B</td>
<td>Denver</td>
<td>Sale to Minor</td>
<td>05/01/17</td>
<td>30 days suspension, 0 days held in abeyance, 30 days served.</td>
</tr>
<tr>
<td>34741A</td>
<td>Denver</td>
<td>Sale to Minor</td>
<td>06/01/17</td>
<td>14 days suspension, 10 days held in abeyance for one year; 4 days served.</td>
</tr>
<tr>
<td>18589</td>
<td>Granby</td>
<td>Sale to Minor</td>
<td>06/23/17</td>
<td>10 days suspension, 5 days held in abeyance for one year, 5 days served with fine in lieu of suspension ($200).</td>
</tr>
<tr>
<td>39834A</td>
<td>Lone Tree</td>
<td>Sale to Minor</td>
<td>07/17/17</td>
<td>3 days suspension, 2 days held in abeyance for one year, 1 day served. Responsible Vendor Training required.</td>
</tr>
<tr>
<td>37562A</td>
<td>Broomfield</td>
<td>Sale to Minor</td>
<td>09/22/17</td>
<td>10 days suspension, 5 days held in abeyance for one year, 5 days served with fine in lieu of suspension. Proof of training required.</td>
</tr>
<tr>
<td>27238A</td>
<td>Westminster</td>
<td>Sale to Minor</td>
<td>10/01/17</td>
<td>14 days suspension, 12 days held in abeyance for one year, 2 days served.</td>
</tr>
<tr>
<td>32809B</td>
<td>Westminster</td>
<td>Sale to Minor</td>
<td>10/01/17</td>
<td>57 days suspension, 0 days held in abeyance, 57 days served. Proof of training required.</td>
</tr>
<tr>
<td>35069A</td>
<td>Boulder</td>
<td>Sale to Minor</td>
<td>11/01/17</td>
<td>16 days suspension, 10 days held in abeyance for one year, 6 days served.</td>
</tr>
<tr>
<td>39211A</td>
<td>Castle Rock</td>
<td>Sale to Minor</td>
<td>11/02/17</td>
<td>15 days suspension, 8 days held in abeyance for one year, 7 days served with fine in lieu of suspension ($200).</td>
</tr>
<tr>
<td>STORE</td>
<td>CITY/COUNTY</td>
<td>TYPE</td>
<td>DATE</td>
<td>DISCIPLINARY/ACTION</td>
</tr>
<tr>
<td>-----------</td>
<td>---------------</td>
<td>----------------</td>
<td>---------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>34442A</td>
<td>Denver</td>
<td>Sale to Minor</td>
<td>12/22/17</td>
<td>2nd Violation in 1 yr. 20 days held in abeyance for one year, 14 days suspension (4 + 10 for prior violation).</td>
</tr>
<tr>
<td>22684B</td>
<td>Colorado Springs</td>
<td>Sale to Minor</td>
<td>02/01/18</td>
<td>10 days suspension, 5 days held in abeyance for one year, 5 days served with fine in lieu of suspension ($200).</td>
</tr>
<tr>
<td>35534A</td>
<td>Colorado Springs</td>
<td>Sale to Minor</td>
<td>02/01/18</td>
<td>10 days suspension, 5 days held in abeyance for one year, 5 days served.</td>
</tr>
<tr>
<td>18556A</td>
<td>Thornton</td>
<td>Sale to Minor</td>
<td>02/07/18</td>
<td>6 days suspension, 5 days held in abeyance for one year, 1 day served.</td>
</tr>
<tr>
<td>35069A</td>
<td>Boulder</td>
<td>Sale to Minor</td>
<td>04/06/18</td>
<td>3rd violation (2nd Violation in 1 yr.) 50 days suspension, 30 days held in abeyance for one year, 20 days served.</td>
</tr>
<tr>
<td>39733A</td>
<td>Lone Tree</td>
<td>Sale to Minor</td>
<td>04/18/18</td>
<td>3 days suspension, 2 days held in abeyance for one year, 1 day served. Responsible Vendor Training required.</td>
</tr>
<tr>
<td>37562A</td>
<td>Broomfield</td>
<td>Sale to Minor</td>
<td>08/13/18</td>
<td>15 days suspension, 10 days held in abeyance for one year, 5 days served with fine in lieu of suspension, plus an additional 5 days suspension served from 09/22/17 violation. Proof of training required.</td>
</tr>
<tr>
<td>39733A</td>
<td>Lone Tree</td>
<td>Sale to Minor</td>
<td>10/11/18</td>
<td>15 days suspension, 10 days held in abeyance for one year, 5 days served with fine in lieu of suspension ($200). Responsible Vendor training required. 2 days suspension held in abeyance from prior violation served.</td>
</tr>
<tr>
<td>37562A</td>
<td>Broomfield</td>
<td>Sale to Minor</td>
<td>04/06/19</td>
<td>20 days suspension, 10 days served concurrently with imposed suspension from 08/2018 violation, 10 days served with fine in lieu of suspension. Proof of training required.</td>
</tr>
<tr>
<td>35506J</td>
<td>Fort Collins</td>
<td>Sale to Minor</td>
<td>05/29/19</td>
<td>15 days suspension, 10 days held in abeyance for one year, 5 days served with fine in lieu of active suspension ($200).</td>
</tr>
<tr>
<td>18418B</td>
<td>Arvada</td>
<td>Sale to Minor</td>
<td>07/01/19</td>
<td>10 days suspension, 5 days held in abeyance for one year, 5 days served with fine in lieu of active suspension ($200).</td>
</tr>
<tr>
<td>36019A</td>
<td>Denver</td>
<td>Sale to Minor</td>
<td>07/26/19</td>
<td>14 days suspension, 10 days held in abeyance for one year, 4 days served with fine in lieu of active suspension</td>
</tr>
<tr>
<td>37141B</td>
<td>Denver</td>
<td>Sale to Minor</td>
<td>08/10/19</td>
<td>10 day suspension, 5 days held in abeyance for one year, 5 days served with fine in lieu of active suspension ($410) - state violation</td>
</tr>
<tr>
<td>35506J</td>
<td>Fort Collins</td>
<td>Sale to Minor</td>
<td>09/01/19</td>
<td>15 days suspension, 10 days held in abeyance for one year, 5 days served with fine in lieu of active suspension ($200).</td>
</tr>
</tbody>
</table>
Individual History Record

To be completed by the following persons, as applicable: sole proprietors; general partners regardless of percentage ownership, and limited partners owning 10% or more of the partnership; all principal officers of a corporation, all directors of a corporation, and any stockholder of a corporation owning 10% or more of the outstanding stock; managing members or officers of a limited liability company, and members owning 10% or more of the company; and any intended registered manager of Hotel and Restaurant, Tavern and Lodging and Entertainment class of retail license

Notice: This individual history record requires information that is necessary for the licensing investigation or inquiry. All questions must be answered in their entirety or the license application may be delayed or denied. If a question is not applicable, please indicate so by “N/A”. Any deliberate misrepresentation or material omission may jeopardize the license application. (Please attach a separate sheet if necessary to enable you to answer questions completely)

<table>
<thead>
<tr>
<th>1. Name of Business</th>
<th>Home Phone Number</th>
<th>Cellular Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wills Investment II, LLC &amp; 7-Eleven, Inc. dba 7-Eleven Store 22088B</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Your Full Name (last, first, middle)</th>
<th>3. List any other names you have used</th>
<th>4. Mailing address (if different from residence)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wills, Donald Ray</td>
<td>Don Wills</td>
<td>Same as residence</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. List current residence address. Include any previous addresses within the last five years. (Attach separate sheet if necessary)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street and Number</td>
</tr>
<tr>
<td>-------------------</td>
</tr>
<tr>
<td>7359 Grant Ranch Ave</td>
</tr>
<tr>
<td>277 Saddle Ridge Rd.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. List all employment within the last five years. Include any self-employment. (Attach separate sheet if necessary)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Employer or Business</td>
</tr>
<tr>
<td>--------------------------------</td>
</tr>
<tr>
<td>Wills Investment Group</td>
</tr>
</tbody>
</table>

7. List the name(s) of relatives working in or holding a financial interest in the Colorado alcohol beverage industry.

<table>
<thead>
<tr>
<th>Name of Relative</th>
<th>Relationship to You</th>
<th>Position Held</th>
<th>Name of Licensee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paulette J. Wills</td>
<td>Spouse</td>
<td>Accountant</td>
<td>Multiple 7-11s - see attached</td>
</tr>
</tbody>
</table>

8. Have you ever applied for, held, or had an interest in a Colorado Liquor or Beer License, or loaned money, furniture, fixtures, equipment or inventory to any licensee? (If yes, answer in detail.)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td></td>
</tr>
</tbody>
</table>

Please see attached

9. Have you ever received a violation notice, suspension, or revocation for a liquor law violation, or have you applied for or been denied a liquor or beer license anywhere in the United States? (If yes, explain in detail.)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td></td>
</tr>
</tbody>
</table>

Please see attached
10. Have you ever been convicted of a crime or received a suspended sentence, deferred sentence, or forfeited bail for any offense in criminal or military court or do you have any charges pending? (If yes, explain in detail.)

   □ Yes  □ No

11. Are you currently under probation (supervised or unsupervised), parole, or completing the requirements of a deferred sentence? (If yes, explain in detail.)

   □ Yes  □ No

12. Have you ever had any professional license suspended, revoked, or denied? (If yes, explain in detail.)

   □ Yes  □ No

### Personal and Financial Information

Unless otherwise provided by law, the personal information required in question #13 will be treated as confidential. The personal information required in question #13 is solely for identification purposes.

13a. Date of Birth

13b. Social Security Number

13c. Place of Birth

13d. U.S. Citizen

   □ Yes  □ No

13e. If Naturalized, state where

N/A

13f. When

N/A

13g. Name of District Court

N/A

13h. Naturalization Certificate Number

N/A

13i. Date of Certification

N/A

13j. If an Alien, give Alien’s Registration Card Number

N/A

13k. Permanent Residence Card Number

N/A

13l. Height

n. Weight

13m. Hair Color

13n. Eye Color

13o. Gender

13p. Male

13q. Do you have a current Driver’s License/ID? If so, give number and state.

   □ Yes  □ No  # State

14. Financial Information.

   a. Total purchase price or investment being made by the applying entity, corporation, partnership, limited liability company, other.

   $54,000

   b. List the total amount of the personal investment, made by the person listed on question #2, in this business including any notes, loans, cash, services or equipment, operating capital, stock purchases or fees paid. $0-no personal investment.

   ** If corporate investment only please skip to and complete section (d)

   ** Section b should reflect the total of sections c and e

   c. Provide details of the personal investment described in 14b. You must account for all of the sources of this investment.

   (Attach a separate sheet if needed)

<table>
<thead>
<tr>
<th>Type: Cash, Services or Equipment</th>
<th>Account Type</th>
<th>Bank Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>N/A</td>
<td>N/A</td>
<td>-0-</td>
</tr>
</tbody>
</table>

   d. Provide details of the corporate investment described in 14 (a). You must account for all of the sources of this investment. (Attach a separate sheet if needed)

<table>
<thead>
<tr>
<th>Type: Cash, Services or Equipment</th>
<th>Loans</th>
<th>Account Type</th>
<th>Bank Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash/Wills Investments Colorado, LLC*</td>
<td>N/A</td>
<td>Checking</td>
<td>BBVA</td>
<td>$54,000</td>
</tr>
</tbody>
</table>

   *parent company

   e. Loan Information (Attach copies of all notes or loans)

<table>
<thead>
<tr>
<th>Name of Lender</th>
<th>Address</th>
<th>Term</th>
<th>Security</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>-0-</td>
</tr>
</tbody>
</table>

### Oath of Applicant

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

Authorized Signature: [Signature]

Print Signature: Donald Wills

Title: Mgr., Wills Investment*, VIII, LLC

Date: 8-24-19
ATTACHMENT TO INDIVIDUAL HISTORY RECORD
DONALD R. WELLS
RE: QUESTION #7/RELATIVES

QUESTION #7:

Donald Wills’ spouse, Paulette Wills, currently is an accountant for the following alcohol beverage licensed establishments in the state of Colorado:

<table>
<thead>
<tr>
<th>Licensee</th>
<th>Trade Name</th>
<th>Address</th>
<th>License Type</th>
<th>License #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wills Investments I, LLC &amp; 7-Eleven, Inc.</td>
<td>7-Eleven Store</td>
<td>120 Blue River Pkwy.</td>
<td>FMB Off Premises</td>
<td>42-54060-0000</td>
</tr>
<tr>
<td></td>
<td>39033A</td>
<td>Silverthorne, CO 80498</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wills Investments, LLC &amp; 7-Eleven, Inc.</td>
<td>7-Eleven Store</td>
<td>4601 S. Santa Fe Dr.</td>
<td>FMB Off Premises</td>
<td>42-56673-0000</td>
</tr>
<tr>
<td></td>
<td>39034A</td>
<td>Englewood, CO 80110</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wills Investment IV, LLC &amp; 7-Eleven, Inc.</td>
<td>7-Eleven Store</td>
<td>3520 Town Center Dr. #A</td>
<td>FMB Off Premises</td>
<td>42-75306-0000</td>
</tr>
<tr>
<td></td>
<td>39317A</td>
<td>Littleton, CO 80129</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wills Investments V, LLC &amp; 7-Eleven, Inc.</td>
<td>7-Eleven Store</td>
<td>9301 S. Parker Rd.</td>
<td>FMB Off Premises</td>
<td>42-86397-0000</td>
</tr>
<tr>
<td></td>
<td>39421A</td>
<td>Parker, CO 80134</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wills Investments VI, LLC &amp; 7-Eleven, Inc.</td>
<td>7-Eleven Store</td>
<td>15550 E. Broncos Pkwy.</td>
<td>FMB Off Premises</td>
<td>04-00015</td>
</tr>
<tr>
<td></td>
<td>39532A</td>
<td>Centennial, CO 80112</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wills Investments VII, LLC &amp; 7-Eleven, Inc.</td>
<td>7-Eleven Store</td>
<td>008 Nottingham Rd.</td>
<td>FMB Off Premises</td>
<td>04-01216</td>
</tr>
<tr>
<td></td>
<td>34209B</td>
<td>Avon, CO 81620</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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,

Wills Investment VIII, LLC

is a

Limited Liability Company

formed or registered on 06/09/2017 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 20171438112.

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 08/26/2019 that have been posted, and by documents delivered to this office electronically through 08/27/2019 @ 08:45:12.

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 08/27/2019 @ 08:45:12 in accordance with applicable law. This certificate is assigned Confirmation Number 11765510.

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

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

From: Gene Schilling
   Chief of Police, Carbondale Police Department

Ref.: Liquor License Application for La Fogata Panaderia y Pupuseria, located at
      995 Cowen Drive #101.

Date: November 19, 2019

I have found no records that would cause me to recommend denial of this Liquor License
application for La Fogata Panaderia y Pupuseria to serve alcohol.

Estela Serrano/Owner/Manager

I recommend approval of this liquor license.
# Colorado Liquor Retail License Application

- All answers must be printed in black ink or typewritten
- Applicant must check the appropriate box(es)
- Applicant should obtain a copy of the Colorado Liquor and Beer Code: [www.colorado.gov/enforcement/liquor](http://www.colorado.gov/enforcement/liquor)

1. **Applicant is applying as a/an**
   - Individual
   - Limited Liability Company
   - Corporation
   - Partnership (includes Limited Liability and Husband and Wife Partnerships)

2. **Applicant if an LLC, name of LLC; if partnership, at least 2 partner's names; if corporation, name of corporation**
   - **FEIN Number**
   - **State Sales Tax Number**
   - **Business Telephone**

3. **Address of Premises (specify exact location of premises, include suite/unit numbers)**
   - **City**
   - **State**
   - **ZIP Code**

4. **Mailing Address (Number and Street)**

5. **Email Address**

6. **If the premises currently has a liquor or beer license, you must answer the following questions**

<table>
<thead>
<tr>
<th>Present Trade Name of Establishment (DBA)</th>
<th>Present State License Number</th>
<th>Present Class of License</th>
<th>Present Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>La Foga Panaderia y Pupuseria</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Section A

<table>
<thead>
<tr>
<th>Not Refundable Application Fees</th>
<th>Liquor License Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Application Fee for New License</strong> $1,550.00</td>
<td>** Lodging &amp; Entertainment - L&amp;E (County)** $500.00</td>
</tr>
<tr>
<td><strong>Application Fee for New License w/Concurrent Review</strong> $1,650.00</td>
<td><strong>Manager Registration - H &amp; R</strong> $75.00</td>
</tr>
<tr>
<td><strong>Application Fee for Transfer</strong> $1,550.00</td>
<td><strong>Manager Registration - Tavern</strong> $75.00</td>
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</tbody>
</table>

## Section B

<table>
<thead>
<tr>
<th>Liquor License Fees</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Add Optional Premises to H &amp; R</strong> $100.00 X</td>
<td><strong>Master License Fee</strong> $25.00 X</td>
</tr>
<tr>
<td><strong>Add Sidewalk Service Area</strong></td>
<td><strong>Total</strong></td>
</tr>
<tr>
<td><strong>Add Related Facility to Resort Complex</strong> $75.00 X</td>
<td><strong>Total</strong></td>
</tr>
<tr>
<td><strong>Arts License (City)</strong> $308.75</td>
<td><strong>Optional Premises License (City)</strong> $500.00</td>
</tr>
<tr>
<td><strong>Arts License (County)</strong> $308.75</td>
<td><strong>Optional Premises License (County)</strong> $500.00</td>
</tr>
<tr>
<td><strong>Beer and Wine License (City)</strong> $351.25</td>
<td><strong>Racetrack License (City)</strong> $500.00</td>
</tr>
<tr>
<td><strong>Beer and Wine License (County)</strong> $436.25</td>
<td><strong>Racetrack License (County)</strong> $500.00</td>
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<tr>
<td><strong>Brew Pub License (City)</strong> $750.00</td>
<td><strong>Resort Complex License (City)</strong> $500.00</td>
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<tr>
<td><strong>Brew Pub License (County)</strong> $750.00</td>
<td><strong>Resort Complex License (County)</strong> $500.00</td>
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<tr>
<td><strong>Campus Liquor Complex (City)</strong> $500.00</td>
<td><strong>Related Facility - Campus Liquor Complex (City)</strong> $160.00</td>
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<tr>
<td><strong>Campus Liquor Complex (County)</strong> $500.00</td>
<td><strong>Related Facility - Campus Liquor Complex (County)</strong> $160.00</td>
</tr>
<tr>
<td><strong>Campus Liquor Complex (State)</strong> $500.00</td>
<td><strong>Related Facility - Campus Liquor Complex (State)</strong> $160.00</td>
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<tr>
<td><strong>Club License (City)</strong> $308.75</td>
<td><strong>Retail Gaining Tavern License (City)</strong> $500.00</td>
</tr>
<tr>
<td><strong>Club License (County)</strong> $308.75</td>
<td><strong>Retail Gaining Tavern License (County)</strong> $500.00</td>
</tr>
<tr>
<td><strong>Distillery Pub License (City)</strong> $750.00</td>
<td><strong>Retail Liquor Store License - Additional (City)</strong> $227.50</td>
</tr>
<tr>
<td><strong>Distillery Pub License (County)</strong> $750.00</td>
<td><strong>Retail Liquor Store License - Additional (County)</strong> $312.50</td>
</tr>
<tr>
<td><strong>Hotel and Restaurant License (City)</strong> $500.00</td>
<td><strong>Retail Liquor Store (City)</strong> $227.50</td>
</tr>
<tr>
<td><strong>Hotel and Restaurant License (County)</strong> $500.00</td>
<td><strong>Retail Liquor Store (County)</strong> $312.50</td>
</tr>
<tr>
<td><strong>Hotel and Restaurant License w/one opt premises (City)</strong> $600.00</td>
<td><strong>Tavern License (City)</strong> $500.00</td>
</tr>
<tr>
<td><strong>Hotel and Restaurant License w/one opt premises (County)</strong> $600.00</td>
<td><strong>Tavern License (County)</strong> $500.00</td>
</tr>
<tr>
<td><strong>Liquor-Licensed Drugstore (City)</strong> $227.50</td>
<td><strong>Vinners Restaurant License (City)</strong> $750.00</td>
</tr>
<tr>
<td><strong>Liquor-Licensed Drugstore (County)</strong> $312.50</td>
<td><strong>Vinners Restaurant License (County)</strong> $750.00</td>
</tr>
<tr>
<td><strong>Lodging &amp; Entertainment - L&amp;E (City)</strong> $500.00</td>
<td><strong>Utility License (City)</strong> $500.00</td>
</tr>
<tr>
<td><strong>Lodging &amp; Entertainment - L&amp;E (County)</strong> $500.00</td>
<td><strong>Utility License (County)</strong> $500.00</td>
</tr>
</tbody>
</table>

**Questions? Visit:** [www.colorado.gov/enforcement/liquor](http://www.colorado.gov/enforcement/liquor)

**Do not write in this space - For Department of Revenue use only**

<table>
<thead>
<tr>
<th>License Account Number</th>
<th>Liability Date</th>
<th>License Issued Through (Expiration Date)</th>
<th>Total</th>
</tr>
</thead>
</table>

1
7. Is the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers under the age of twenty-one years?
   Yes ☐ No ☒

8. Has the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers ever (in Colorado or any other state):
   a. Been denied an alcohol beverage license? ☐
   b. Had an alcohol beverage license suspended or revoked? ☐
   c. Had interest in another entity that had an alcohol beverage license suspended or revoked? ☐
   If you answered yes to 8a, b or c, explain in detail on a separate sheet.

9. Has a liquor license application (same license class), that was located within 500 feet of the proposed premises, been denied within the preceding two years? If "yes", explain in detail. ☐

10. Are the premises to be licensed within 500 feet of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary? ☐
    Waiver by local ordinance? ☐
    Other: __________

11. Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of greater than (> ) 10,000? NOTE: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS. ☐

12. Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 3000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of less than (<) 10,000? NOTE: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS. ☐

13. a. For additional Retail Liquor Store only. Was your Retail Liquor Store License issued on or before January 1, 2016? ☐

14. b. Are you a Colorado resident? ☒

15. Does the applicant, as listed on line 2 of this application, have legal possession of the premises by ownership, lease or other arrangement?
   Ownership ☒ Lease ☐ Other (Explain in Detail) ☐
   a. If leased, list name of landlord and tenant, and date of expiration, exactly as they appear on the lease:

   **Landlord:** Gatepoint LLC
   **Tenant:** Estela Serrano
   **Expires:** 06-30-2024

16. Who, besides the owners listed in this application (including persons, firms, partnerships, corporations, limited liability companies) will loan or give money, inventory, furniture or equipment to or for use in this business; or who will receive money from this business? Attach a separate sheet if necessary.

   **Last Name:** N/A
   **First Name:** N/A
   **Date of Birth:** linik
   **FEIN or SSN:** —
   **Interest/Percentage:** —

   **Last Name:**
   **First Name:**
   **Date of Birth:**
   **FEIN or SSN:**
   **Interest/Percentage:**

   Attach copies of all notes and security instruments and any written agreement or details of any oral agreement, by which any person (including partnerships, corporations, limited liability companies, etc.) will share in the profit or gross proceeds of this establishment, and any agreement relating to the business which is contingent or conditional in any way by volume, profit, sales, giving of advice or consultation.

17. Optional Premises or Hotel and Restaurant Licenses with Optional Premises:
   Has a local ordinance or resolution authorizing optional premises been adopted? ☐
   Number of additional Optional Premise areas requested. (See license fee chart) ☐

18. For the addition of a Sidewalk Service Area per Regulation 47-302(A)(4), include a diagram of the service area and documentation received from the local governing body authorizing use of the sidewalk. Documentation may include but is not limited to a statement of use, permit, easement, or other legal permissions.

19. Liquor Licensed Drugstore (LLDS) applicants, answer the following:
   a. Is there a pharmacy, licensed by the Colorado Board of Pharmacy, located within the applicant's LLDS premise? ☐
   If "yes" a copy of license must be attached.
**La Fogata Panaderia y Pupuseria LLC**

<table>
<thead>
<tr>
<th>Name</th>
<th>Home Address, City &amp; State</th>
<th>DOB</th>
<th>Position</th>
<th>Owner</th>
<th>%Owned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estela D. Serrano</td>
<td>Calabasas, CA</td>
<td></td>
<td></td>
<td>Owner</td>
<td>100</td>
</tr>
<tr>
<td>Name</td>
<td>Home Address, City &amp; State</td>
<td>DOB</td>
<td>Position</td>
<td>%Owned</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Home Address, City &amp; State</td>
<td>DOB</td>
<td>Position</td>
<td>%Owned</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Home Address, City &amp; State</td>
<td>DOB</td>
<td>Position</td>
<td>%Owned</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Home Address, City &amp; State</td>
<td>DOB</td>
<td>Position</td>
<td>%Owned</td>
<td></td>
</tr>
</tbody>
</table>

**Name:** La Fogata Panaderia y Pupuseria LLC

<table>
<thead>
<tr>
<th>Type of License</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel Restaurant</td>
<td></td>
</tr>
</tbody>
</table>

20. Club Liquor License applicants answer the following: Attach a copy of applicable documentation
   - Is the applicant organization operated solely for a national, social, fraternal, patriotic, political or athletic purpose and not for pecuniary gain? _□ _
   - Is the applicant organization a regularly chartered branch, lodge or chapter of a national organization which is operated solely for the object of a patriotic or fraternal organization or society, but not for pecuniary gain? _□ _
   - How long has the club been incorporated? _□ _
   - Has applicant occupied an establishment for three years (three years required) that was operated solely for the reasons stated above? _□ _

21. Brew-Pub, Distillery, Pub or Vintner's Restaurant applicants answer the following:
   - Has the applicant received or applied for a Federal Permit? (Copy of permit or application must be attached) _□ _

22. Campus Liquor Complex applicants answer the following:
   - Is the applicant an institution of higher education? _Yes □ | No □ _
   - Is the applicant a person who contracts with the institution of higher education to provide food services? _□ _
   - If "yes" please provide a copy of the contract with the institution of higher education to provide food services.

23. For all on-premises applicants:
   - Hotel and Restaurant, Lodging and Entertainment, Tavern License and Campus Liquor Complex, the Registered Manager must also submit an Individual History Record
     - DR 8404-I and fingerprint submitted to approved State Vendor through the Vendor's website. See application checklist, Section IV, for details.
   - For all Liquor Licensed Drugstores (LLDS) the Permitted Manager must also submit a Manager Permit Application
     - DR 8000 and fingerprints.

24. Does this manager act as the manager of, or have a financial interest in, any other liquor licensed establishment in the State of Colorado? If yes, provide name, type of license and account number. _□ _

25. Related Facility - Campus Liquor Complex applicants answer the following:
   - Is the related facility located within the boundaries of the Campus Liquor Complex? _Yes □ | No □ _
     - If yes, please provide a map of the geographical location within the Campus Liquor Complex.
     - If no, this license type is not available for issues outside the geographical location of the Campus Liquor Complex.

26. Tax Information:
   - Has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business? _□ _
   - Has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.? _□ _

27. If applicant is a corporation, partnership, association or limited liability company, applicant must list all Officers, Directors, General Partners, and Managing Members. In addition, applicant must list any stockholders, partners, or members with ownership of 10% or more in the applicant. All persons listed below must also attach form DR 8404-I (Individual History Record), and make an appointment with an approved State Vendor through their website. See application checklist, Section IV, for details.

**Note:** If applicant is owned 100% by a parent company, please list the designated principal officer on above.

**Corporations - the President, Vice-President, Secretary and Treasurer must be accounted for above (include ownership percentage if applicable).

**If total ownership percentage disclosed here does not total 100%, applicant must check this box:**

Applicant affirms that no individual other than those disclosed herein owns 10% or more of the applicant and does not have financial interest in a prohibited liquor license pursuant to Article 3 or 5, C.R.S.
**Name:** La Fogata Panaderia y Pasteleria LLC  
**Type of License:** Restaurant  
**Oath Of Applicant:**

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor or Beer Code which affect my license.

**Authorized Signature:**  
**Printed Name and Title:** Estela D. Serrano (Owner)  
**Date:** 11-14-19

**Report and Approval of Local Licensing Authority (City/County):**

Date application filed with local authority | Date of local authority hearing (for new license applicants; cannot be less than 30 days from date of application)
--- | ---

The Local Licensing Authority Hereby Affirms that each person required to file DR 8404-I (Individual History Record) or a DR 8000 (Manager Permit) has been:

- [x] Fingerprinted
- [ ] Subject to background investigation, including NCIC/CCIC check for outstanding warrants

That the local authority has conducted, or intends to conduct, an inspection of the proposed premises to ensure that the applicant is in compliance with and aware of, liquor code provisions affecting their class of license

CHECK ONE
- [ ] Date of inspection or anticipated date
- [x] Will conduct inspection upon approval of state licensing authority

- [ ] Is the Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1,500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of > 10,000?
- [x] Is the Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 3,000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of < 10,000?

NOTE: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.

- [ ] Does the Liquor-Licensed Drugstore (LLDS) have at least twenty percent (20%) of the applicant’s gross annual income derived from the sale of food, during the prior twelve (12) month period?

The foregoing application has been examined, and the premises, business to be conducted, and character of the applicant are satisfactory. We do report that such license, if granted, will meet the reasonable requirements of the neighborhood and the desires of the adult inhabitants, and will comply with the provisions of Title 44, Article 4 or 3, C.R.S., and Liquor Rules. Therefore, this application is approved.

**Local Licensing Authority for:**  
**Telephone Number:**

**Signature:**

**Print**  
**Title**  
**Date**

**Signature:**

**Print**  
**Title**  
**Date**
**Individual History Record**

To be completed by the following persons, as applicable: sole proprietors; general partners regardless of percentage ownership, and limited partners owning 10% or more of the partnership; all principal officers of a corporation, all directors of a corporation, and any stockholder of a corporation owning 10% or more of the outstanding stock; managing members or officers of a limited liability company, and members owning 10% or more of the company; and any intended registered manager of Hotel and Restaurant, Tavern and Lodging and Entertainment class of retail license.

**Notice:** This individual history record requires information that is necessary for the licensing investigation or inquiry. All questions must be answered in their entirety or the license application may be delayed or denied. If a question is not applicable, please indicate so by "N/A". Any deliberate misrepresentation or material omission may jeopardize the license application. (Please attach a separate sheet if necessary to enable you to answer questions completely)

### 1. Name of Business

| La Fogata Panaderia y Pupuseria LLC |

### 2. Your Full Name (last, first, middle)

| Estela D. Serrano |

### 3. List any other names you have used

| N/A |

### 4. Mailing address (if different from residence)

| 730 Carbondale, CO 81623 |

### 5. List current residence address. Include any previous addresses within the last five years. (Attach separate sheet if necessary)

<table>
<thead>
<tr>
<th>Current Street and Number</th>
<th>City, State, Zip</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carbondale, CO 81623</td>
<td></td>
<td>06/09/06</td>
<td>Present</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Previous Street and Number</th>
<th>City, State, Zip</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
</table>

### 6. List all employment within the last five years. Include any self-employment. (Attach separate sheet if necessary)

<table>
<thead>
<tr>
<th>Name of Employer or Business</th>
<th>Address (Street, Number, City, State, Zip)</th>
<th>Position Held</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>LaSierian Rug Company</td>
<td>300 East Cody Ln, Basalt, CO</td>
<td>Repair Room</td>
<td>05/06/02</td>
<td>Present</td>
</tr>
<tr>
<td></td>
<td>81621</td>
<td>Manager</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 7. List the name(s) of relatives working in or holding a financial interest in the Colorado alcohol beverage industry.

<table>
<thead>
<tr>
<th>Name of Relative</th>
<th>Relationship to You</th>
<th>Position Held</th>
<th>Name of Licensee</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### 8. Have you ever applied for, held, or had an interest in a Colorado Liquor or Beer License, or loaned money, furniture, fixtures, equipment or inventory to any licensee? (If yes, answer in detail.)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

### 9. Have you ever received a violation notice, suspension, or revocation for a liquor law violation, or have you applied for or been denied a liquor or beer license anywhere in the United States? (If yes, explain in detail.)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>
10. Have you ever been convicted of a crime or received a suspended sentence, deferred sentence, or forfeited bail for any offense in criminal or military court or do you have any charges pending? (If yes, explain in detail.) □ Yes ☒ No

11. Are you currently under probation (supervised or unsupervised), parole, or completing the requirements of a deferred sentence? (If yes, explain in detail.) □ Yes ☒ No

12. Have you ever had any professional license suspended, revoked, or denied? (If yes, explain in detail.) □ Yes ☒ No

---

**Personal and Financial Information**

Unless otherwise provided by law, the personal information required in question #13 will be treated as confidential. The personal information required in question #13 is solely for identification purposes.

<table>
<thead>
<tr>
<th>13a. Date of Birth</th>
<th>b. Social Security Number</th>
<th>c. Place of Birth</th>
<th>d. U.S. Citizen</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>El Salvador</td>
<td>☒ Yes</td>
</tr>
</tbody>
</table>

e. If Naturalized, state where

<table>
<thead>
<tr>
<th>f. When</th>
<th>g. Name of District Court</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>h. Naturalization Certificate Number</th>
<th>i. Date of Certification</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>j. If an Alien, Give Alien's Registration Card Number</th>
<th>k. Permanent Residence Card Number</th>
</tr>
</thead>
</table>

**14. Financial Information.**

a. Total purchase price or investment being made by the applying entity, corporation, partnership, limited liability company, other.

$250,000

b. List the total amount of the personal investment, made by the person listed on question #2, in this business including any notes, loans, cash, services or equipment, operating capital, stock purchases or fees paid.

$250,000

* If corporate investment only please skip to and complete section (d)

** Section b should reflect the total of sections c and e

c. Provide details of the personal investment described in 14b. You must account for all of the sources of this investment. (Attach a separate sheet if needed)

<table>
<thead>
<tr>
<th>Type: Cash, Services or Equipment</th>
<th>Account Type</th>
<th>Bank Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>Savings</td>
<td>Wells Fargo/Alpine Bank</td>
<td>$250,000</td>
</tr>
</tbody>
</table>


d. Provide details of the corporate investment described in 14 (a). You must account for all of the sources of this investment. (Attach a separate sheet if needed)

<table>
<thead>
<tr>
<th>Type: Cash, Services or Equipment</th>
<th>Loans</th>
<th>Account Type</th>
<th>Bank Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td></td>
<td>Savings</td>
<td>Wells Fargo/Alpine Bank</td>
<td>$250,000</td>
</tr>
</tbody>
</table>

e. Loan Information (Attach copies of all notes or loans)

<table>
<thead>
<tr>
<th>Name of Lender</th>
<th>Address</th>
<th>Term</th>
<th>Security</th>
<th>Amount</th>
</tr>
</thead>
</table>

---

**Oath of Applicant**

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

Authorized Signature: [Signature]
Print Signature: Estela D. Serrano
Title: Owner
Date: 11-12-19
Existing Premises

1st floor
Restaurant Space
1560 square feet
more or less
Main Level of the
Integrated Mountain
Properties Building
Physical address:
195 Cowan Drive 101
Carbondale, CO 81623

Public restroom
Walk-in cooler
Steel studs per code
Mop sink
Veal hood
18" x 26" handwash sink
Existing column
Food prep sink
60" ADA
Public handwash sink
Low wall
Restaurant seating
La Fogata Restaurant
Parking lot
Cowan Drive
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,

La Fogata Panadería y Pupusería

is a

Limited Liability Company

formed or registered on 06/25/2014 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 20141390042.

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 11/05/2019 that have been posted, and by documents delivered to this office electronically through 11/06/2019 @ 22:11:06.

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 11/06/2019 @ 22:11:06 in accordance with applicable law. This certificate is assigned Confirmation Number 11899241.

[ SEAL OF THE STATE OF COLORADO ]

[ Signature of 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 Web site is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's Web site, http://www.sos.state.co.us/Services/Corporations/ConfirmCertificate.aspx, entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our Web site, http://www.sos.state.co.us, click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."
I, the undersigned, am aware that an application for a New liquor license has been filed with the Carbondale Licensing Authority by: dba La Fogaña Panadería y Papusería LLC, and proposed to be located at 995 Canon Dr Unit 111 Carbondale, CO 81623. I am at least 21 years of age and am a resident or owner or manager of a business located within the defined neighborhood boundaries of the proposed liquor establishment. I have indicated below whether I consider the granting of the above-mentioned liquor license to be desirable and necessary for the reasonable requirements of the neighborhood:

<table>
<thead>
<tr>
<th>#</th>
<th>Signature</th>
<th>Printed Name</th>
<th>Address</th>
<th>Business Owner, Business Manager, Resident?</th>
<th>Date Signed</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>Oria S. Zelaya</td>
<td>61 Natan Path Elche</td>
<td>Resident</td>
<td>10-01-19</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>Eric Cortez</td>
<td>95 Oak Run Rd</td>
<td>Resident</td>
<td>10-01-19</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>Carlos Vasquez</td>
<td>191 Shanes Circle</td>
<td>Resident</td>
<td>10-01-19</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td>Lino Lara</td>
<td>322 Meadowood Pk</td>
<td>Resident</td>
<td>10-01-19</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td>Karina Lara</td>
<td>324 Meadowood Dr</td>
<td>Resident</td>
<td>10-01-19</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td>Juan Arellano</td>
<td>96 Navejo</td>
<td>Resident</td>
<td>10-03-19</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td>Fernando Arellano</td>
<td>96 Navejo</td>
<td>Resident</td>
<td>10-03-19</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td>Israel Rich</td>
<td>673 Overlin Dr</td>
<td>Resident</td>
<td>10-05-19</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td>Jose Boles</td>
<td>6205 Sunset</td>
<td>Resident</td>
<td>10-05-19</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td>Luis Rich</td>
<td>673 Overlin Dr</td>
<td>Resident</td>
<td>10-05-19</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td></td>
<td>Miguel Carballo</td>
<td>1000 Willow Lane</td>
<td>Resident</td>
<td>10-05-19</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td></td>
<td>Miguel Enrique</td>
<td>490 Morrison St</td>
<td>Resident</td>
<td>10-05-19</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td></td>
<td>German Escobar</td>
<td>123 Summit Dr</td>
<td>Resident</td>
<td>10-06-19</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td></td>
<td>Carlos A. Chavez</td>
<td>794 Longo Dr</td>
<td>Resident</td>
<td>10-06-19</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td></td>
<td>Alvaro Cameron</td>
<td>133 Grant Rd, SH</td>
<td>Resident</td>
<td>10-06-19</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td></td>
<td>Sei Man</td>
<td>66 N. Santa Fe Dr</td>
<td>Resident</td>
<td>10-06-19</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td></td>
<td>Oscar Corrales</td>
<td>76. Pomper</td>
<td>Resident</td>
<td>10-06-19</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td></td>
<td>Leonardo Caballero</td>
<td>123 Summit Dr</td>
<td>Resident</td>
<td>10-15-19</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>21.</td>
<td></td>
<td>William Diaz</td>
<td>123 Summit Dr</td>
<td>Resident</td>
<td>10-15-19</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>22.</td>
<td></td>
<td>Jesus Turque</td>
<td>123 Summit Dr</td>
<td>Resident</td>
<td>10-15-19</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>23.</td>
<td></td>
<td>Jorge Bartolo</td>
<td>50 Cooper Place</td>
<td>Resident</td>
<td>10-15-19</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
AFFIDAVIT
CIRCULATOR

I, Estela D. Serrano, do hereby certify that I was the circulator of the attached petitions and further, that I personally witnessed each signature appearing on the petitions. To the best of my knowledge, the signature thereon is the signature of the person whose name it purports to be, each address given opposite each name is the true address of the person that signed, that each person who signed the petition represented themselves to be 21 years of age or older, and that each person who signed the petition had the opportunity to read, or have read to them, the petition in its entirety and understands its meaning. I also hereby affirm that no promises, threats, or inducements were employed whatsoever in connection with the presentation of this petition and that every signature appearing hereon was completely free and voluntarily given.

Estela D. Serrano
Circulator

STATE OF COLORADO )
COUNTY OF GARFIELD )

Subscribed and sworn to before me this ______ day of November ________.

Catherine B. Derby
Notary Public

My commission expires: 1/10/2023
Board Trustees Agenda Memorandum

Meeting Date: 1/14/2020

**TITLE:** Colorado Product Services – Transfer of Ownership

**SUBMITTING DEPARTMENT:** Manager

**ATTACHMENTS:** Retail Marijuana Store, Retail and Medical Marijuana Manufacture Infused Products Facilities and Retail Marijuana Cultivation Transfer of Ownership Applications

**BACKGROUND:** The Town has received four applications to Transfer the Ownership of Colorado Products Services Retail Marijuana Store, Retail and Medical Marijuana Manufacture Infused Products Facilities and Retail Marijuana Cultivation. The LLC will remain as Colorado Product Services but the owners will change from Sara Johnstone to Gerald Greenspoon and Michael Paulin. Three will be no changes in the operations of the businesses. Staff deemed the applications complete on December 2, 2019. If approved, Mr. Greenspoon and Mr. Paulin will each be 50% owners. Mr. Paulin is the local agent of Colorado Product Services; he resides in Carbondale.

All legal noticing requirements have been met by Town staff and the applicant.

**FINANCIAL:** All fees have been paid.

**DESIRABLE OUTCOME:** Staff recommends the Board make four separate motions to:

1. Item 11, ATTACHMENT N – Move to approve the Transfer of Ownership of Colorado Product Service’s Retail Marijuana Store License from Sara Johnstone to Gerald Greenspoon and Michael Paulin;

2. Item 12, ATTACHMENT O – Move to approve the Transfer of Ownership of Colorado Product Service’s Retail Marijuana Manufacture Infused Products Facility License from Sara Johnstone to Gerald Greenspoon and Michael Paulin;

3. Item 13, ATTACHMENT P – Move to approve the Transfer of Ownership of Colorado Product Service’s Medical Marijuana Manufacture Infused Products Facility License from Sara Johnstone to Gerald Greenspoon and Michael Paulin;

4. Item 14, ATTACHMENT Q – Move to approve the Transfer of Ownership of Colorado Product Service’s Retail Marijuana Cultivation License from Sara Johnstone to Gerald Greenspoon and Michael Paulin.

Prepared By: Cathy Derby

[Signature]

Town Manager
RETAIL MARIJUANA LICENSE APPLICATION

Date of Application: 11/19/2019  Date Application Deemed Complete: 12/2/19

Date of Public Hearing: 1/14/2020
To be scheduled within 45 days from date application deemed complete

This application is for the following Premises Location License Type (please check all that apply):

☒ Retail Marijuana Store
☐ Retail Marijuana Products Manufacturing Facility*
☐ Transfer of Ownership (re-allocating ownership among current owners)
☐ Testing Facility
☐ Change of Corporation or LLC Structure
☐ Retail Marijuana Cultivation Facility*
☐ Retail Marijuana Testing Facility
☐ Transfer of Ownership
☐ Modification/Alteration of Premises
☐ Transfer of Location

* Cultivation Facility and Marijuana Infused Products requires a Public Hearing before the Planning and Zoning Commission for a Special Use Permit

*Applicant* is defined as the Legal Name of Individual or Business Entity that will hold license if approved.

Applicant is applying as (attach organizational documents):

☐ Corporation
☒ Limited Liability Company
☐ Sole Proprietor
☐ Association or Other
☐ Partnership

Applicant Name: Colorado Product Services LLC

Trade Name of Establishment (doing business as): Doctor's Garden

Applicant Contact Name (please print): Gerald Greenspoon

Address of Premises Location:
580 Main St., Ste 300  
Carbondale  CO  81623

Address of Premises Location:

Street Address

City  State  Zip Code

Business Mailing Address (if different from Premise location):

655 Buggy Circle  
Carbondale  CO  81623

Street Address

City  State  Zip Code

Business Phone: 303-665-0860  
Emergency Phone: 954-214-3956

Business Email Address: Rachel.Gillette@nmlaw.com  Website Address: ColoradoProductServices.com

Town Sales Tax License No: 1532  
State Sales Tax License No: 277811980001

State Retail Marijuana License No: 402R-0013B
Local Residency Requirement Applicable to Licenses for Retail Marijuana Stores, Cultivation Facilities, and Product Manufacturing Facilities: The applicant seeking licensure must provide the Town of Carbondale with the name of an agent of the proposed licensee who will serve as a point of contact for the Town. Such agent shall hold at least a partial ownership interest in the retail marijuana store, cultivation facility, or products manufacturing facility and shall have a primary home (as the term is defined in Chapter 5.26) within the 81621, 81623, or 81601 Colorado zip codes. THE AGENT LISTED BELOW MUST COMPLETE A RETAIL MARIJUANA BUSINESS LICENSE BACKGROUND CHECK AND MUST BE FINGERPRINTED by the Carbondale Police Department.

<table>
<thead>
<tr>
<th>NAME</th>
<th>HOME ADDRESS, CITY, STATE, ZIP</th>
<th>DOB</th>
<th>POSITION</th>
<th>% OWNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Paulin</td>
<td>Carbondale CO 81623</td>
<td></td>
<td>AGENT</td>
<td>50</td>
</tr>
</tbody>
</table>

The Applicant's Agent shall present for recording one (1) of the following forms of identification:
- An identification card issued in accordance with Section 42-2-302, C.R.S.;
- A valid Colorado driver's license;
- A United States military identification card;
- A valid passport; or
- An alien registration card.

Applicant must list any person having a financial interest in a retail marijuana business. If Applicant is a corporation, partnership, association or limited liability company, Applicant must list ALL OFFICERS, DIRECTORS, PARTNERS, MEMBERS AND MANAGING MEMBERS OF THE ENTITY, AS APPLICABLE TO THE PARTICULAR ENTITY, AS WELL AS EACH PERSONS HAVING A FINANCIAL INTEREST IN THE ENTITY. For purposes of this requirement and the following question regarding felony convictions, a "financial interest" means any ownership interest including, without limitation, a membership, directorship, officership or any creditor interest, whether or not such interest is evidenced by any written document.

ALL PERSONS LISTED BELOW MUST COMPLETE A RETAIL MARIJUANA BUSINESS LICENSE BACKGROUND CHECK AND MUST BE FINGERPRINTED by a Police Department. If necessary, provide additional information on a separate sheet.

<table>
<thead>
<tr>
<th>NAME</th>
<th>HOME ADDRESS, CITY, STATE, ZIP</th>
<th>DOB</th>
<th>POSITION</th>
<th>% OWNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Paulin</td>
<td>Carbondale CO 81623</td>
<td></td>
<td>Co-Owner</td>
<td>50</td>
</tr>
<tr>
<td>Gerald Greenspoon</td>
<td>Hollywood FL 33021</td>
<td></td>
<td>Co-Owner</td>
<td>50</td>
</tr>
</tbody>
</table>

The Applicant shall present for recording one (1) of the following forms of identification:
- An identification card issued in accordance with Section 42-2-302, C.R.S.;
- A valid Colorado driver's license;
- A valid driver's license containing a picture issued by another state;
- A United States military identification card;
- A valid passport; or
- An alien registration card.

Has any person listed above ever been convicted of a felony in a federal, state, or other court?

☐ Yes ☑ No

If the answer is yes, please provide the following (if necessary, please provide additional information on a separate sheet):
<table>
<thead>
<tr>
<th>Name of Person</th>
<th>Name &amp; Location of Court</th>
<th>Charge Convicted Of</th>
<th>Sentence</th>
<th>Date of Sentencing</th>
<th>Last Date of Incarceration/Parole/Probation or Other Discharge of Sentence</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

If the answer is yes, please provide proof of possession (i.e. lease, etc.)

□ Ownership  □ Lease  □ Other (explain in detail):

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

<table>
<thead>
<tr>
<th>Landlord</th>
<th>Tenant</th>
<th>Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rock A. Leonard</td>
<td>Colorado Product Services LLC</td>
<td>12/31/2020</td>
</tr>
</tbody>
</table>

Building Owner’s Mailing Address:
580 Main St., Suite 300A  
Carbondale, CO 81623

Contact Phone Numbers:

Is this proposed premises to be licensed within 500 feet of any school or licensed child care facility? □ Yes □ No

Is this proposed premises to be licensed within 500 feet of any alcohol or drug treatment facility? □ Yes □ No

If this proposed premises is a retail marijuana store located on Main Street between 7th Street and Snowmass Drive, is the proposed retail marijuana store within 400 feet of another retail marijuana store? □ Yes □ No

Is this proposed premises location the only location that is affiliated with this business? □ Yes □ No

If there is another location associated with this business entity, please list all other premise location addresses both in and outside of the Town of Carbondale (e.g. all medical/retail marijuana centers, medical/retail cultivation operations and medical/retail marijuana-infused products manufacturing operations which operate in concert to form this business entity):

<table>
<thead>
<tr>
<th>Type of Business</th>
<th>Location (Street, City, State, Zip Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>See Attached</td>
<td></td>
</tr>
</tbody>
</table>

Name of on-site manager for licensed premises: Michael Paulin

Home Address:  
Carbondale, CO 81623

Street Address  
City State Zip Code

3
Business Cell Phone Number:  

Email Address:  

Driver’s License Number:  
Jurisdiction that issued Driver’s License:  Colorado  

Who, besides the owners or other persons listed in this application (including persons, firms, partnerships, corporations, limited liability companies), will loan or give money, inventory, or equipment to, or for use in, this business or will receive money from this business? If necessary, please provide additional information on a separate sheet.

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS, CITY STATE, ZIP</th>
<th>DOB</th>
<th>% OWNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Western Slope Land &amp; Holdings LLC</td>
<td>1401 Lawrence St., Ste 1900 Denver CO</td>
<td>N/A</td>
<td>N/A - Lender Only</td>
</tr>
</tbody>
</table>

Attach a summary list of all loans, notes and security instruments, gifts, and any written agreement, or details of any oral agreement, by which any person (including partnerships, corporations, limited liability companies, etc.) will share in the profit or gross proceeds of this establishment, and any agreement relating to the business which is contingent or conditional in any way by volume, profit, sales, giving of advice or consultation. Executed and complete copies of same.

Please provide the names and addresses of any employee or proposed employees of the retail marijuana business. ALL PERSONS LISTED BELOW MUST COMPLETE A RETAIL MARIJUANA BUSINESS LICENSE BACKGROUND CHECK AND MUST BE FINGERPRINTED by a Police Department.

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS, CITY, STATE, ZIP</th>
<th>DOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>See attached list</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

State the hours of operation (between 8:00 a.m. and 12:00 a.m. Mountain Standard Time) each day:

<table>
<thead>
<tr>
<th>Day</th>
<th>Monday 8:00 to 12:00</th>
<th>Tuesday 8:00 to 12:00</th>
<th>Wednesday 8:00 to 12:00</th>
<th>Thursday 8:00 to 12:00</th>
<th>Friday 8:00 to 12:00</th>
<th>Saturday 8:00 to 12:00</th>
<th>Sunday 8:00 to 12:00</th>
</tr>
</thead>
</table>

Will there be ANY remodeling or building alterations?  

☐ Yes  ☑ No

If YES, have you applied for a building permit?  

☐ Yes  ☐ No

Will you be installing a new sign or changing an existing sign?  

☐ Yes  ☑ No

If YES, have you applied for a sign permit?  

☐ Yes  ☐ No

Does the Applicant have a comprehensive business operating plan?  

☑ Yes  ☐ No

The business operating plan must be attached and contain, at a minimum the following:  

4
- Lease
- Operating Agreement
- A description of the security provisions and systems which must include, at a minimum:
  - Security surveillance cameras installed and properly maintained to monitor each entrance along the interior and exterior of the premises to discourage crime and to facilitate the reporting of criminal acts as well as nuisance activities; security video shall be preserved in the manner and for the period of time set forth in the Colorado Marijuana Enforcement Division Rules, as amended from time to time;
  - Robbery and burglary alarm systems that are professionally monitored and maintained in good working condition;
  - Exterior lighting that illuminates the exterior walls of the business during evening hours and is compliant with Town Code;
  - A secure safe that is utilized for the purposes of storing cash and marijuana that is not then being actively cultivated when the business is not open; and
  - Locking systems for exterior doors that are designed and installed in such fashion as to deter unlawful entry and provide safe emergency egress.
- A description of all goods to be sold;
- An exterior lighting plan;
- A description of any cultivation activities within the marijuana business which includes, without limitation, the area in which plants will be grown, a description of the lighting system for the lighting system for cultivation, a description of the ventilation and odor filtration system for the premises, if any, and a description of the automatic fire suppression system, if any; and
- Any additional information that the Authority reasonably determines to be necessary in connection with the investigation, review and determination of the application.
- List and addresses of all residents and businesses located within 300 feet of facility. Note: Applicant must provide written notice of the public hearing to the list of businesses and residents at least 15 days prior to the public hearing.

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**Oath of Application**

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FOR TOWN INTERNAL USE ONLY

Applicant Name: Co Product Services, LLC  Trade Name: Doctor's Garden

Premises Address: 580 Main St  Carbondale  CO  81623

Street Address  City  State  Zip Code

Finance Department (Date Applied for New Sales Tax License) □ Approved  □ Denied

Basis for recommendation: License #15-32  Current.

Police Department (Date Sent: ) As to background check, business plan and operating characteristics for New License is recommended to be:

Basis for recommendation: OK AS TO FORM  □ Approved  □ Denied

Planning Department (Date Sent: ) As to distance measurements, allowed zoning, signage for New License is recommended to be:

Basis for recommendation: See attached memo.

Building Department (Date Sent: ) As to building specifications (e.g. electrical, plumbing, structural) for New License is recommended to be: " Approved  □ Denied

Basis for recommendation: CHANGE OF OWNERSHIP DOESN'T GENERATE CONFLICT FROM THE BUILDING DEPT. ALL OPERATIONS TO REMAIN THE SAME

Town Manager (Date Sent: ) As to completion and thorough departmental review of Application for New License is recommended to be: □ Approved  □ Denied

Basis for recommendation: ________________________________

Clerk's Office

New Medical Marijuana Business License: Type: ________________________________

Date Approved  Date Written Notice of Approval Sent

Date Denied  Date Written Notice of Denial Sent

Date of Premises Inspection Approval  License Issue Date  Expiration Date
<table>
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<tr>
<th>Type of Business</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center - Type 1</td>
<td>716 Grand Ave., Glenwood Springs, CO 81601</td>
</tr>
<tr>
<td>Retail Marijuana Store</td>
<td>580 Main St., Ste 300, Carbondale CO 81623</td>
</tr>
<tr>
<td>Retail Cultivation</td>
<td>655 Buggy Circle, Carbondale CO 81623</td>
</tr>
<tr>
<td>Retail Cultivation</td>
<td>173 Oil Ct., Rifle CO 81650</td>
</tr>
<tr>
<td>Retail MIP</td>
<td>655 Buggy Circle, Carbondale CO 81623</td>
</tr>
<tr>
<td>Medical Cultivation</td>
<td>173 Oil Ct., Rifle CO 81650</td>
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<tr>
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<td>716 Grand Ave., Glenwood Springs, CO 81601</td>
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OPERATING PLAN FOR COLORADO PRODUCT SERVICES, LLC

Security System Plan

Alarm System

The Premises are under the protection of an alarm system monitored by USA Security Inc. The alarm system consists of motion sensors on all perimeter entry points and perimeter windows. Cameras are installed throughout the premises and record on a continuous basis. Any incidents are reported to the relevant authorities and all incidents are monitored and logged.

Camera System

The video surveillance and camera recording system consists of digital and networked video recorders, cameras with sufficient clarity to determine identity of customers or employees and employees, as well as identifying activity occurring within 20 feet of all points of ingress and egress. Camera coverage includes all limited access areas, point of ingress and egress and the access point to the surveillance areas as well as locations where weighing, packaging, transport, preparation, or tagging activities occur. Surveillance equipment also includes a digital archiving device and a color printer capable of delivering still photos.

The video surveillance system is equipped with a failure notification system that provides prompt notification of any prolonged surveillance interruption and/or complete failure of the surveillance system. It is also capable of producing a color photograph from any image, live or recorded, of the Licensed Premises. And all video surveillance equipment has battery backup to support a minimum of four hours of recording in the event of a power outage.

All video surveillance records and recordings are stored in locked, Limited Access areas, accessible only to management staff. Upon request by the Division, relevant local licensing authority, or any other state or local law enforcement agency, video surveillance records and recordings shall be made available. All camera views of Limited Access Areas are recorded with the use of motion detection. Recordings are kept for a minimum of 60 days in an easily accessed viewing format with the date and time embedded (which is synchronized with the point-of-sale system). It is understood that surveillance video recordings may not be destroyed if the Licensee knows or should have known of a pending criminal, civil, or administrative investigation or any other proceeding for which the recording may contain relevant information.

Lighting, Safe, Doors, and Fire Suppression

The building has exterior lighting which illuminates exterior walls of the business. A plan of the exterior lighting is attached hereto. A commercial grade safe is located on the premises in order to store any cash contained onsite, although cash will not be stored on site regularly. All points
of ingress and egress to the License Premises have commercial-grade, non-residential door locks. From the inside, all doors remain unlocked and allow for egress in the event of an emergency.

Applicant has a fire suppression system that has been inspected at the premises. However, applicant acknowledges that any license granted under this application would be conditional upon installation of a fire suppression system to be approved by the Board and/or Fire Department.

**Waste Management**

Any Marijuana waste produced by Applicant will mixed with composting materials, soil, clay, and/or other materials to create a mixture which is no more than fifty percent marijuana and disposed of at a waste facility licensed by the Colorado department of public health and environment. This is designed to comply with Colorado Department of Revenue Regulations, 1 CCR 212 Series R307 and M307 which govern the disposal of waste by a licensed marijuana facility. Any such waste will then be disposed of at South Canyon SWDS 1250 County Road 134 Glenwood Springs 81601.

Any solvents used in any production which needs to be disposed of will be placed in sealable containers and will be disposed of in accordance with solid waste regulations and disposed of at South Canyon SWDS 1250 County Road 134, Glenwood Springs CO 81601.

**Products Sold**

Colorado Product Services grows, processes and sells retail and medical marijuana. Marijuana is cultivated at their cultivation location, which is then sold wholesale to a third party, is transferred to their marijuana store, or in the alternative is transferred to their marijuana infused products center. The marijuana, which is processed into marijuana infused products, is then either sold wholesale, or transferred to their store. The store then sells marijuana or marijuana infused products to the end consumer. The store also purchases some retail products wholesale from third parties and then sells those products to the end consumer.
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,

Colorado Product Services LLC

is a
Limited Liability Company
formed or registered on 05/08/2013 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 20131284187.

This certificate reflects facts established or disclosed by documents delivered to this office on paper through
01/08/2020 that have been posted, and by documents delivered to this office electronically through
01/09/2020 @ 10:02:16.

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 01/09/2020 @ 10:02:16 in accordance with applicable law.
This certificate is assigned Confirmation Number 12006320.

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

TITLE: Colorado Product Services dba. Doctors Garden LLC. 11/12/2019

SUBMITTING DEPARTMENT: Planning

The Planning department has received Colorado Product Services, LLC. application for a transfer of Ownership and has the following comments concerning the application.

The Special Use Permit for a Retail Cultivation at 655 Buggy Circle is still in effect and runs with the property.

All conditions of approval the Special Use Permit, approved October 24, 2014 and recorded at Reception Number 857854 shall apply to the use of the property as a cultivation.

In addition, the Special Use Permit for a Retail and Medical Marijuana Infused Product Manufacturing Facility is also in effect and runs with the property.

All conditions of approval the Special Use Permit, approved May 16, 2015 and recorded at Reception Number 863985 shall apply to the use of the property as a Retail and Medical Marijuana Infused Product Manufacturing Facility.

The Retail Marijuana Store located at 580 Main Street, Carbondale CO, 81623 is in compliance with applicable Town Codes such as Signage and distancing requirements.

Prepared By: John Leybourne
RETAIL MARIJUANA LICENSE APPLICATION

Date of Application: 11/14/2019  Date Application Deemed Complete: 12/2/19

Date of Public Hearing: 1/14/2020
To be scheduled within 45 days from date application deemed complete

This application is for the following Premises Location License Type (please check all that apply):

☐ Retail Marijuana Store  ☑ Retail Marijuana Products Manufacturing Facility*
☐ Transfer of Ownership (reallocation among current owners)
☐ Testing Facility  ☐ Change of Corporation or LLC Structure
☐ Retail Marijuana Cultivation Facility*  ☐ Retail Marijuana Testing Facility
☐ Transfer of Ownership  ☐ Modification/Alteration of Premises
☐ Association or Other  ☐ Transfer of Location

* Cultivation Facility and Marijuana Infused Products requires a Public Hearing before the Planning and Zoning Commission for a Special Use Permit

*Applicant* is defined as the Legal Name of Individual or Business Entity that will hold license if approved.

Applicant is applying as (attach organizational documents):

☐ Corporation  ☐ Sole Proprietor  ☐ Partnership
☑ Limited Liability Company  ☐ Association or Other

 Applicant Name: Colorado Product Services LLC

Trade Name of Establishment (doing business as):  Doctor's Garden

Applicant Contact Name (please print):  Gerald Greenspoon

Address of Premises Location:

655 Buggy Circle  Carbondale  CO  81623

Street Address  City  State  Zip Code

Business Mailing Address (if different from Premise location):

Street Address  City  State  Zip Code

Business Phone: 303-665-0860  Emergency Phone: 954-214-3956

Business Email Address: Rachel.Gillette@gmlaw.com  Website Address: ColoradoProductServices.com

Town Sales Tax License No: 1532  State Sales Tax License No: 277811980002

State Retail Marijuana License No: 404R-00120
Local Residency Requirement Applicable to Licenses for Retail Marijuana Stores, Cultivation Facilities, and Product Manufacturing Facilities: The applicant seeking licensure must provide the Town of Carbondale with the name of an agent of the proposed licensee who will serve as a point of contact for the Town. Such agent shall hold at least a partial ownership interest in the retail marijuana store, cultivation facility, or products manufacturing facility and shall have a primary home (as the term is defined in Chapter 5.26) within the 81621, 81623, or 81601 Colorado zip codes. THE AGENT LISTED BELOW MUST COMPLETE A RETAIL MARIJUANA BUSINESS LICENSE BACKGROUND CHECK AND MUST BE FINGERPRINTED by the Carbondale Police Department.

<table>
<thead>
<tr>
<th>NAME</th>
<th>HOME ADDRESS, CITY, STATE, ZIP</th>
<th>DOB</th>
<th>POSITION</th>
<th>% OWNED</th>
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<tr>
<td>Michael Paulin</td>
<td>rbondale CO 81623</td>
<td></td>
<td>AGENT</td>
<td>50</td>
</tr>
</tbody>
</table>

The Applicant's Agent shall present for recording one (1) of the following forms of identification:
- An identification card issued in accordance with Section 42-2-302, C.R.S.;
- A valid Colorado driver’s license;
- A United States military identification card;
- A valid passport; or
- An alien registration card.

Applicant must list any person having a financial interest in a retail marijuana business. If Applicant is a corporation, partnership, association or limited liability company, Applicant must list ALL OFFICERS, DIRECTORS, PARTNERS, MEMBERS, AND MANAGING MEMBERS OF THE ENTITY, AS APPLICABLE TO THE PARTICULAR ENTITY, AS WELL AS EACH PERSONS HAVING A FINANCIAL INTEREST IN THE ENTITY. For purposes of this requirement and the following question regarding felony convictions, a "financial interest" means any ownership interest including, without limitation, a membership, directorship, officership or any creditor interest, whether or not such interest is evidenced by any written document.

ALL PERSONS LISTED BELOW MUST COMPLETE A RETAIL MARIJUANA BUSINESS LICENSE BACKGROUND CHECK AND MUST BE FINGERPRINTED by a Police Department. If necessary, provide additional information on a separate sheet.

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<td>Co-Owner</td>
<td>50</td>
</tr>
<tr>
<td>Gerald Greenspoon</td>
<td>Hollywood FL 33021</td>
<td></td>
<td>Co-Owner</td>
<td>50</td>
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The Applicant shall present for recording one (1) of the following forms of identification:
- An identification card issued in accordance with Section 42-2-302, C.R.S.;
- A valid Colorado driver’s license;
- A valid driver’s license containing a picture issued by another state;
- A United States military identification card;
- A valid passport; or
- An alien registration card.

Has any person listed above ever been convicted of a felony in a federal, state, or other court?

☐ Yes ☑ No

If the answer is yes, please provide the following (if necessary, please provide additional information on a separate sheet):

2
Does the Applicant have legal possession of the premises for at least one (1) year from the date that this license will be issued by virtue of ownership, lease or other arrangement?  ☐ Yes  ☐ No

If the answer is yes, please provide proof of possession (i.e. lease, etc.)

☐ Ownership  ☑ Lease  ☐ Other (explain in detail): __________________________

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

<table>
<thead>
<tr>
<th>Landlord</th>
<th>Tenant</th>
<th>Expires</th>
</tr>
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<tbody>
<tr>
<td>Western Slope Land &amp; Holdings LLC</td>
<td>Colorado Product Services LLC</td>
<td>May 31, 2021</td>
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</table>

Building Owner’s Mailing Address:
1401 Lawrence St., Ste 1900
Denver, CO 80202

Contact Phone Numbers: 303-665-0860

Is this proposed premises to be licensed within 500 feet of any school or licensed child care facility?  ☐ Yes  ☑ No

Is this proposed premises to be licensed within 500 feet of any alcohol or drug treatment facility?  ☐ Yes  ☑ No

If this proposed premises is a retail marijuana store located on Main Street between 7th Street and Snowmass Drive, is the proposed retail marijuana store within 400 feet of another retail marijuana store?  ☐ Yes  ☑ No

Is this proposed premises location the only location that is affiliated with this business?  ☐ Yes  ☑ No

If there is another location associated with this business entity, please list all other premise location addresses both in and outside of the Town of Carbondale (e.g. all medical/retail marijuana centers, medical/retail cultivation operations and medical/retail marijuana-infused products manufacturing operations which operate in concert to form this business entity):

<table>
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<tr>
<th>Type of Business</th>
<th>Location (Street, City, State, Zip Code)</th>
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<tr>
<td>See Attached</td>
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Name of on-site manager for licensed premises: Michael Paulin

Home Address: 810 Lakeside Dr., Carbondale, CO 81623

Street Address 3
Business Cell Phone Number: __________________________ Email Address: __________________________

Driver’s License Number: __________________________ Jurisdiction that issued Driver’s License: Colorado

Who, besides the owners or other persons listed in this application (including persons, firms, partnerships, corporations, limited liability companies), will loan or give money, inventory, or equipment to, or for use in, this business or will receive money from this business? If necessary, please provide additional information on a separate sheet.

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<td>Western Slope Land &amp; Holdings LLC</td>
<td>1401 Lawrence St., Ste 1900 Denver CO</td>
<td>N/A</td>
<td>N/A - Lender Only</td>
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Attach a summary list of all loans, notes and security instruments, gifts, and any written agreement, or details of any oral agreement, by which any person (including partnerships, corporations, limited liability companies, etc.) will share in the profit or gross proceeds of this establishment, and any agreement relating to the business which is contingent or conditional in any way by volume, profit, sales, giving of advice or consultation. Executed and complete copies of same.

Please provide the names and addresses of any employee or proposed employees of the retail marijuana business. ALL PERSONS LISTED BELOW MUST COMPLETE A RETAIL MARIJUANA BUSINESS LICENSE BACKGROUND CHECK AND MUST BE FINGERPRINTED by a Police Department.

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State the hours of operation (between 8:00 a.m. and 12:00 a.m. Mountain Standard Time) each day:

- **Monday**: 8:00 to 12:00
- **Tuesday**: 8:00 to 12:00
- **Wednesday**: 8:00 to 12:00
- **Thursday**: 8:00 to 12:00
- **Friday**: 8:00 to 12:00
- **Saturday**: 8:00 to 12:00
- **Sunday**: 8:00 to 12:00

Will there be ANY remodeling or building alterations? ☐ Yes ☑ No

If YES, have you applied for a building permit? ☐ Yes ☑ No

Will you be installing a new sign or changing an existing sign? ☐ Yes ☑ No

If YES, have you applied for a sign permit? ☐ Yes ☑ No

Does the Applicant have a comprehensive business operating plan? ☑ Yes ☐ No

The business operating plan must be attached and contain, at a minimum the following:
• Lease
• Operating Agreement
• A description of the security provisions and systems which must include, at a minimum:
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<td>Michael Vincent Paulin, Co-Owner</td>
<td>7-20-19</td>
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FOR TOWN INTERNAL USE ONLY

Applicant Name: **Colorado Product Services**  
Trade Name: **Drs Garden**

Premises Address: **655 Buggy Circle**  
**Caledon**  
**81623**

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
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Finance Department (Date Applied for New Sales Tax License)  
☐ Approved  ☐ Denied

Basis for recommendation: **License # 652, current 6/24**

Police Department (Date Sent: ____ ) As to background check, business plan and operating characteristics for New License is recommended to be:

☐ Approved  ☐ Denied

Basis for recommendation: **OK AS TO FORM 11-15-19**

Planning Department (Date Sent: ____ ) As to distance measurements, allowed zoning, signage for New License is recommended to be:

☐ Approved  ☐ Denied

Basis for recommendation: **See attached memo.**

Building Department (Date Sent: **11-14-19** ) As to building specifications (e.g. electrical, plumbing, structural) for New License is recommended to be:

☐ Approved  ☐ Denied

Basis for recommendation: **CHANGE OF OWNERSHIP NOT A CONCERN. OPERATIONS TO REMAIN THE SAME.**

Town Manager (Date Sent: ____ ) As to completion and thorough departmental review of Application for New License is recommended to be:

☐ Approved  ☐ Denied

Basis for recommendation: ________________________

Clerk's Office

- New Medical Marijuana Business License: Type: ________________________

- Date Approved: _______ Date Written Notice of Approval Sent: _______

- Date Denied: _______ Date Written Notice of Denial Sent: _______

- Date of Premises Inspection Approval: _______ License Issue Date: _______ Expiration Date: _______
<table>
<thead>
<tr>
<th>Type of Business</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center - Type 1</td>
<td>716 Grand Ave., Glenwood Springs, CO 81601</td>
</tr>
<tr>
<td>Retail Marijuana Store</td>
<td>580 Main St., Ste 300, Carbondale CO 81623</td>
</tr>
<tr>
<td>Retail Cultivation</td>
<td>655 Buggy Circle, Carbondale CO 81623</td>
</tr>
<tr>
<td>Retail Cultivation</td>
<td>173 Oil Ct., Rifle CO 81650</td>
</tr>
<tr>
<td>Retail MIP</td>
<td>655 Buggy Circle, Carbondale CO 81623</td>
</tr>
<tr>
<td>Medical Cultivation</td>
<td>173 Oil Ct., Rifle CO 81650</td>
</tr>
<tr>
<td>Medical MIP</td>
<td>655 Buggy Circle, Carbondale CO 81623</td>
</tr>
<tr>
<td>Retail Marijuana Store</td>
<td>716 Grand Ave., Glenwood Springs, CO 81601</td>
</tr>
</tbody>
</table>
Memorandum

TITLE: Colorado Product Services dba. Doctors Garden LLC. 11/12/2019

SUBMITTING DEPARTMENT: Planning

The Planning department has received Colorado Product Services, LLC. application for a transfer of Ownership and has the following comments concerning the application.

The Special Use Permit for a Retail Cultivation at 655 Buggy Circle is still in effect and runs with the property.

All conditions of approval the Special Use Permit, approved October 24, 2014 and recorded at Reception Number 857854 shall apply to the use of the property as a cultivation.

In addition, the Special Use Permit for a Retail and Medical Marijuana Infused Product Manufacturing Facility is also in effect and runs with the property.

All conditions of approval the Special Use Permit, approved May 16, 2015 and recorded at Reception Number 863985 shall apply to the use of the property as a Retail and Medical Marijuana Infused Product Manufacturing Facility.

The Retail Marijuana Store located at 580 Main Street, Carbondale CO, 81623 is in compliance with applicable Town Codes such as Signage and distancing requirements.

Prepared By: John Leybourne
OPERATING PLAN FOR COLORADO PRODUCT SERVICES, LLC

Security System Plan

Alarm System

The Premises are under the protection of an alarm system monitored by USA Security Inc. The alarm system consists of motion sensors on all perimeter entry points and perimeter windows. Cameras are installed throughout the premises and record on a continuous basis. Any incidents are reported to the relevant authorities and all incidents are monitored and logged.

Camera System

The video surveillance and camera recording system consists of digital and networked video recorders, cameras with sufficient clarity to determine identity of customers or employees and employees, as well as identifying activity occurring within 20 feet of all points of ingress and egress. Camera coverage includes all limited access areas, point of ingress and egress and the access point to the surveillance areas as well as locations where weighing, packaging, transport, preparation, or tagging activities occur. Surveillance equipment also includes a digital archiving device and a color printer capable of delivering still photos.

The video surveillance system is equipped with a failure notification system that provides prompt notification of any prolonged surveillance interruption and/or complete failure of the surveillance system. It is also capable of producing a color photograph from any image, live or recorded, of the Licensed Premises. And all video surveillance equipment has battery backup to support a minimum of four hours of recording in the event of a power outage.

All video surveillance records and recordings are stored in locked, Limited Access areas, accessible only to management staff. Upon request by the Division, relevant local licensing authority, or any other state or local law enforcement agency, video surveillance records and recordings shall be made available. All camera views of Limited Access Areas are recorded with the use of motion detection. Recordings are kept for a minimum of 60 days in an easily accessed viewing format with the date and time embedded (which is synchronized with the point-of-sale system). It is understood that surveillance video recordings may not be destroyed if the Licensee knows or should have known of a pending criminal, civil, or administrative investigation or any other proceeding for which the recording may contain relevant information.

Lighting, Safe, Doors, and Fire Suppression

The building has exterior lighting which illuminates exterior walls of the business. A plan of the exterior lighting is attached hereto. A commercial grade safe is located on the premises in order to store any cash contained onsite, although cash will not be stored on site regularly. All points
of ingress and egress to the License Premises have commercial-grade, non-residential door locks. From the inside, all doors remain unlocked and allow for egress in the event of an emergency.

Applicant has a fire suppression system that has been inspected at the premises. However, applicant acknowledges that any license granted under this application would be conditional upon installation of a fire suppression system to be approved by the Board and/or Fire Department.

**Waste Management**

Any Marijuana waste produced by Applicant will mixed with composting materials, soil, clay, and/or other materials to create a mixture which is no more than fifty percent marijuana and disposed of at a waste facility licensed by the Colorado department of public health and environment. This is designed to comply with Colorado Department of Revenue Regulations, 1 CCR 212 Series R307 and M307 which govern the disposal of waste by a licensed marijuana facility. Any such waste will then be disposed of at South Canyon SWDS 1250 County Road 134 Glenwood Springs 81601.

Any solvents used in any production which needs to be disposed of will be placed in sealable containers and will be disposed of in accordance with solid waste regulations and disposed of at South Canyon SWDS 1250 County Road 134, Glenwood Springs CO 81601.

**Products Sold**

Colorado Product Services grows, processes and sells retail and medical marijuana. Marijuana is cultivated at their cultivation location, which is then sold wholesale to a third party, is transferred to their marijuana store, or in the alternative is transferred to their marijuana infused products center. The marijuana, which is processed into marijuana infused products, is then either sold wholesale, or transferred to their store. The store then sells marijuana or marijuana infused products to the end consumer. The store also purchases some retail products wholesale from third parties and then sells those products to the end consumer.
Colorado Product Services, LLC  
655 Buggy Cir., Carbondale, CO  81623  
License No. : 403R-00182

Ground Level Floor Plan

KEY

- Camera (opening of Y is direction of camera. It's are noted next to each camera)
- LAA = Limited Access Area
- RAA = Restricted Access Area
- Premise outline is highlighted
Upper Level Floor Plan

Colorado Product Services, LLC
655 Buggy Cir, Carbondale, CO
License No.: 4032-00182
81423
Town of Carbondale  
511 Colorado Avenue  
Carbondale, CO 81623  
Medical Marijuana Facility Permit Application

New Permit Application or Transfer of License Fee: $1,000.00
On-site Associated Licenses: $500.00
New Associated facility on-site/off-site Associated facilities: $500.00
Renewal Application Fee w/All Onsite Facilities: $500.00
Associated Offsite Facilities Renewal: $250.00
Additional Employee/Change of Manager/Owner Fee: $100.00
Modification of Premises Fee: $100.00
Other Associated Fees: $250.00

License Fee: $75.00
Educational Fee New/Renewal: $1,000.00

Please choose ONE:
- □ Center (Dispensary)
- □ Cultivation Premises
- ☑ Infused Product Manufacturing
- □ Modification of Premises
- □ Transfer
- □ Renewal Permit
- □ Other
- □ Additional Employee/Change of Manager/Owner
- □ Associated Facility (Same Applicant)

Applicant is applying as a:
- □ Corporation
- □ Individual
- ☑ Limited Liability Company
- □ Other (Specify)
- □ Partnership (includes Limited Liability and Husband/Wife Partnerships)

Applicant Name:  
Colorado Product Services, LLC
Social Security Number: N/A
DOB:

Applicant’s Address:  
655 Buggy Circle, Carbondale, CO 81623
Applicant’s Home or Cell Phone:

List Previous Addresses for the Past Two Years

<table>
<thead>
<tr>
<th>Previous Address</th>
<th>Date</th>
<th>Previous Address</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>655 Buggy Circle, Carbondale</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Trade Name of Establishment (DBA):
Doctor’s Garden
Business Phone: 303-665-0860
Address of Premises:
655 Buggy Circle, Carbondale CO 81623
Town Sales Tax Number: 1532

Mailing Address:
655 Buggy Circle, Carbondale CO 81623

If the applicant is a naturalized citizen, when did he or she become a Resident of the State of Colorado?

If applicant is a corporation, list name and address of any officer or director of the corporation, and all persons of the issued and outstanding capital stock of any member that has an interest therein. If the applicant is a partnership, association or company, list the name and address of any member that has an interest therein. If the applicant is a limited liability company, the name and address of the manager of the limited liability company and the name of all members of the LLC.
Name: Michael Paulin
Address: Arvada, CO 81623

Name: Gerald Greenspoon
Address: Hollywood, FL 33021

Name of Manager or Proposed Manager: Michael Paulin
Address of Manager or Proposed Manager: Arvada, CO 81623

Is the applicant or associated partners (if a partnership); member or manager (if a limited liability company); officers, stockholders or directors (if a corporation); facility manager, or employees under the age of twenty-one?

☐ Yes  ☐ No

Please provide the names and addresses of any employees or proposed employees of the medical marijuana facility. (Use an Additional Sheet of Paper if Needed.)

Employee Name: See attached
Employee Address: 

Employee Name: 
Employee Address: 

Has the applicant or associated partners (if a partnership); member or manager (if a limited liability company); officers, stockholders or directors (if a corporation); facility manager, or employees ever:

- Been denied a medical marijuana license of any kind? If so, explain:
  No

- Had a license suspended or revoked? If so, explain:
  No

- Been charged with any crime (felony, misdemeanor, petty offense, or traffic offense which carries 8 points or more within the last ten years. If so, describe the charge and disposition of the case:
  No

Is the establishment within 1,000 ft. of a school?

☐ Yes  ☐ No

Required Attachments

☐ Filing Fee
☐ Lease which shall be valid for the duration of the term of the license or proof of ownership.
☐ Area map drawn to scale depicting a 1,000 foot radius from the boundary of the facility property to the boundary of all school properties.
☐ Description of the products and services to be made, sold, or grown by the facility.
☐ Floor plan drawn to scale showing layout of the medical marijuana facility.
☐ Copy of license(s) granted by any jurisdiction permitting the growth or sale of plants cultivated at the facility.
☐ Letter from jurisdiction establishing permission for cultivation facility to operate that specific zone district.
☐ Document outlining expected number of marijuana plants to be grown on site.
☐ Description of the ventilation system, lighting system, storage system, and system for the control of marijuana odors for the premises.
☐ Completed registration form and fingerprint card for all applicants or associated partners (if a partnership); members or managers (if a limited liability company); officers, stockholders or directors (if a corporation); facility managers, and employees.
☐ Additional information including:
OATH OF APPLICANT

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employee to comply with the provisions of the Town of Carbondale Ordinance No. 3 Series of 2011, which affects my license.

<table>
<thead>
<tr>
<th>Applicant Signature:</th>
<th>Date:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7-24-15</td>
<td>Co-Owner</td>
</tr>
</tbody>
</table>

REPORT AND APPROVAL OF LOCAL LICENSING AUTHORITY

THE TOWN CLERK HERBY AFFIRMS THAT EACH PERSON REQUIRED HAS:

- [ ] Been fingerprinted: [ ] Yes [ ] No
- [ ] Been subject to a background investigation: [ ] Yes [ ] No
- [ ] That the local authority as conducted, or intends to conduct, an inspection of the proposed premises to ensure that the application is in compliance with and aware of the Town of Carbondale's Medical Marijuana Licensing provisions: [ ] Yes [ ] No

THIS APPLICATION HAS BEEN: [ ] Approved [ ] Denied

<table>
<thead>
<tr>
<th>Authorized Signature:</th>
<th>Title:</th>
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Planning and Zoning: REVIEW AND COMMENTS:

RECOMMENDATION:

<table>
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<tr>
<th>Conditions Suggested:</th>
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Building Department: REVIEW AND COMMENTS:

RECOMMENDATION:

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Town of Carbondale Police Department: REVIEW AND COMMENTS:

<table>
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<tr>
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Town Manager: REVIEW AND COMMENTS:

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**OATH OF APPLICANT**

*I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employee to comply with the provisions of the Town of Carbondale Ordinance No. 3 Series of 2011, which affects my license.*

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<th>Co-Owner</th>
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</thead>
</table>

**REPORT AND APPROVAL OF LOCAL LICENSING AUTHORITY**

**THE TOWN CLERK HERBY AFFIRMS THAT EACH PERSON REQUIRED HAS:**

- [ ] Been fingerprinted: [ ] Yes  [ ] No
- [ ] Been subject to a background investigation: [ ] Yes  [ ] No
- [ ] That the local authority as conducted, or intends to conduct, an inspection of the proposed premises to ensure that the application is in compliance with and aware of the Town of Carbondale's Medical Marijuana Licensing provisions: [ ] Yes  [ ] No

**THIS APPLICATION HAS BEEN:**

[ ] Approved  [ ] Denied

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<table>
<thead>
<tr>
<th>Planning and Zoning:</th>
<th>Review and Comments:</th>
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</table>

**RECOMMENDATION:**

Approved  [ ] Denied

<table>
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<tr>
<th>Conditions Suggested:</th>
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</table>

**Building Department:** REVIEW AND COMMENTS:

**CHANGE OF OWNERSHIP NOT A CONCERN OPERATIONS ARE TO REMAIN THE SAME**

<table>
<thead>
<tr>
<th>RECOMMENDATION:</th>
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**Town Manager:** REVIEW AND COMMENTS:

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<td>Conditions Suggested:</td>
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</table>
RETAIL MARIJUANA LICENSE APPLICATION

Date of Application: November 14, 2019
Date Application Deemed Complete: 

Date of Public Hearing: 1/14/2020
To be scheduled within 45 days from date application deemed complete

This application is for the following Premises Location License Type (please check all that apply):

☐ Retail Marijuana Store
☐ Retail Marijuana Products Manufacturing Facility* (transfer of Ownership (reallocating among current owners)
☐ Testing Facility
☐ Change of Corporation or LLC structure

☒ Retail Marijuana Cultivation Facility
☒ Transfer of Ownership
☐ Retail Marijuana Testing Facility
☐ Modification/Alteration of Premises
☐ Transfer of Location

* Cultivation Facility and Marijuana Infused Products requires a Public Hearing before the Planning and Zoning Commission for a Special Use Permit

*Applicant* is defined as the Legal Name of Individual or Business Entity that will hold license if approved.

Applicant is applying as (attach organizational documents):

☐ Corporation
☒ Limited Liability Company
☐ Sole Proprietor
☐ Association or Other
☐ Partnership

Applicant Name: Colorado Product Services LLC

Trade Name of Establishment (doing business as): Doctor's Garden

Applicant Contact Name (please print): Gerald Greenspoon

Address of Premises Location:

655 Buggy Circle
Carbonado, CO 81623

Business Mailing Address (if different from Premise location):

Street Address
City
State
Zip Code

Street Address
City
State
Zip Code

Business Phone: 303-665-0860
Emergency Phone: 

Business Email Address: Rachel.Gillette@gmlaw.com
Website Address: ColoradoProductsServices.com

Town Sales Tax License No: 1532
State Sales Tax License No: 29859249005

State Retail Marijuana License No: 403R-00182
Local Residency Requirement Applicable to Licenses for Retail Marijuana Stores, Cultivation Facilities, and Product Manufacturing Facilities: The applicant seeking licensure must provide the Town of Carbondale with the name of an agent of the proposed licensee who will serve as a point of contact for the Town. Such agent shall hold at least a partial ownership interest in the retail marijuana store, cultivation facility, or products manufacturing facility and shall have a primary home (as the term is defined in Chapter 5.26) within the 81621, 81623, or 81601 Colorado zip codes. THE AGENT LISTED BELOW MUST COMPLETE A RETAIL MARIJUANA BUSINESS LICENSE BACKGROUND CHECK AND MUST BE FINGERPRINTED by the Carbondale Police Department.

<table>
<thead>
<tr>
<th>NAME</th>
<th>HOME ADDRESS, CITY, STATE, ZIP</th>
<th>DOB</th>
<th>POSITION</th>
<th>% OWNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Paulin</td>
<td>, Carbondale CO 81623</td>
<td></td>
<td>AGENT</td>
<td>50</td>
</tr>
</tbody>
</table>

The Applicant’s Agent shall present for recording one (1) of the following forms of identification:
- An identification card issued in accordance with Section 42-2-302, C.R.S.;
- A valid Colorado driver’s license;
- A United States military identification card;
- A valid passport; or
- An alien registration card.

Applicant must list any person having a financial interest in a retail marijuana business. If Applicant is a corporation, partnership, association or limited liability company, Applicant must list ALL OFFICERS, DIRECTORS, PARTNERS, MEMBERS AND MANAGING MEMBERS OF THE ENTITY, AS APPLICABLE TO THE PARTICULAR ENTITY, AS WELL AS EACH PERSONS HAVING A FINANCIAL INTEREST IN THE ENTITY. For purposes of this requirement and the following question regarding felony convictions, a “financial interest” means any ownership interest including, without limitation, a membership, directorship, officership or any creditor interest, whether or not such interest is evidenced by any written document.

ALL PERSONS LISTED BELOW MUST COMPLETE A RETAIL MARIJUANA BUSINESS LICENSE BACKGROUND CHECK AND MUST BE FINGERPRINTED by a Police Department. If necessary, provide additional information on a separate sheet.

<table>
<thead>
<tr>
<th>NAME</th>
<th>HOME ADDRESS, CITY, STATE, ZIP</th>
<th>DOB</th>
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</thead>
<tbody>
<tr>
<td>Michael Paulin</td>
<td>, Carbondale CO 81623</td>
<td></td>
<td>Co-Owner</td>
<td>50</td>
</tr>
<tr>
<td>Gerald Greenspoon</td>
<td>St., Hollywood FL 33021</td>
<td></td>
<td>Co-Owner</td>
<td>50</td>
</tr>
</tbody>
</table>

The Applicant shall present for recording one (1) of the following forms of identification:
- An identification card issued in accordance with Section 42-2-302, C.R.S.;
- A valid Colorado driver’s license;
- A valid driver’s license containing a picture issued by another state;
- A United States military identification card;
- A valid passport; or
- An alien registration card.

Has any person listed above ever been convicted of a felony in a federal, state, or other court?

☐ Yes ☑ No

If the answer is yes, please provide the following (if necessary, please provide additional information on a separate sheet):
<table>
<thead>
<tr>
<th>Name of Person</th>
<th>Name &amp; Location of Court</th>
<th>Charge Convicted Of</th>
<th>Sentence</th>
<th>Date of Sentencing</th>
<th>Last Date of Incarceration/Parole/Probation or Other Discharge of Sentence</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

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

If the answer is yes, please provide proof of possession (i.e. lease, etc.)

☐ Ownership ☐ Lease ☐ Other (explain in detail): ___________________________

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

<table>
<thead>
<tr>
<th>Landlord</th>
<th>Tenant</th>
<th>Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Western Slope Land &amp; Holdings LLC</td>
<td>Colorado Product Services LLC</td>
<td>5/31/2021</td>
</tr>
</tbody>
</table>

Building Owner’s Mailing Address:
1401 Lawrence St., Ste 1900
Denver, CO 80202

Street Address
City State Zip Code

Contact Phone Numbers: 303-665-0860

Is this proposed premises to be licensed within 500 feet of any school or licensed child care facility? ☐ Yes ☐ No

Is this proposed premises to be licensed within 500 feet of any alcohol or drug treatment facility? ☐ Yes ☐ No

If this proposed premises is a retail marijuana store located on Main Street between 7th Street and Snowmass Drive, is the proposed retail marijuana store within 400 feet of another retail marijuana store? ☐ Yes ☐ No

Is this proposed premises location the only location that is affiliated with this business? ☐ Yes ☐ No

If there is another location associated with this business entity, please list all other premise location addresses both in and outside of the Town of Carbondale (e.g. all medical/retail marijuana centers, medical/retail cultivation operations and medical/retail marijuana-infused products manufacturing operations which operate in concert to form this business entity):

<table>
<thead>
<tr>
<th>Type of Business</th>
<th>Location (Street, City, State, Zip Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>See attached</td>
<td></td>
</tr>
</tbody>
</table>

Name of on-site manager for licensed premises: Michael Paulin

Home Address: Carbondale CO 8162
Street Address City State Zip Code
Business Cell Phone Number:  
Email Address:  

Driver’s License Number:  
Jurisdiction that issued Driver’s License:  Colorado  

Who, besides the owners or other persons listed in this application (including persons, firms, partnerships, corporations, limited liability companies), will loan or give money, inventory, or equipment to, or for use in, this business or will receive money from this business? If necessary, please provide additional information on a separate sheet.

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS, CITY STATE, ZIP</th>
<th>DOB</th>
<th>% OWNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Western Slope Land &amp; Holdings LLC</td>
<td>1401 Lawrence St., Ste 1900 Denver CO</td>
<td>N/A</td>
<td>N/A - Lender Only</td>
</tr>
</tbody>
</table>

Attach a summary list of all loans, notes and security instruments, gifts, and any written agreement, or details of any oral agreement, by which any person (including partnerships, corporations, limited liability companies, etc.) will share in the profit or gross proceeds of this establishment, and any agreement relating to the business which is contingent or conditional in any way by volume, profit, sales, giving of advice or consultation. Executed and complete copies of same.

Please provide the names and addresses of any employee or proposed employees of the retail marijuana business. **ALL PERSONS LISTED BELOW MUST COMPLETE A RETAIL MARIJUANA BUSINESS LICENSE BACKGROUND CHECK AND MUST BE FINGERPRINTED by a Police Department.**

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS, CITY, STATE, ZIP</th>
<th>DOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>See attached list</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

State the hours of operation (between 8:00 a.m. and 12:00 a.m. Mountain Standard Time) each day:

- **Monday:** 8:00 to 12:00
- **Tuesday:** 8:00 to 12:00
- **Wednesday:** 8:00 to 12:00
- **Thursday:** 8:00 to 12:00
- **Friday:** 8:00 to 12:00
- **Saturday:** 8:00 to 12:00
- **Sunday:** 8:00 to 12:00

Will there be ANY remodeling or building alterations?  
☐ Yes ☒ No

If YES, have you applied for a building permit?  
☐ Yes ☐ No

Will you be installing a new sign or changing an existing sign?  
☐ Yes ☒ No

If YES, have you applied for a sign permit?  
☐ Yes ☐ No

Does the Applicant have a comprehensive business operating plan?  
☒ Yes ☐ No

The business operating plan must be attached and contain, at a minimum the following:
• Lease
• Operating Agreement
• A description of the security provisions and systems which must include, at a minimum:
  o Security surveillance cameras installed and properly maintained to monitor each entrance along the interior and exterior of the premises to discourage crime and to facilitate the reporting of criminal acts as well as nuisance activities; security video shall be preserved in the manner and for the period of time set forth in the Colorado Marijuana Enforcement Division Rules, as amended from time to time;
  o Robbery and burglary alarm systems that are professionally monitored and maintained in good working condition;
  o Exterior lighting that illuminates the exterior walls of the business during evening hours and is compliant with Town Code;
  o A secure safe that is utilized for the purposes of storing cash and marijuana that is not then being actively cultivated when the business is not open; and
  o Locking systems for exterior doors that are designed and installed in such fashion as to deter unlawful entry and provide safe emergency egress.
• A description of all goods to be sold;
• An exterior lighting plan;
• A description of any cultivation activities within the marijuana business which includes, without limitation, the area in which plants will be grown, a description of the lighting system for the lighting system for cultivation, a description of the ventilation and odor filtration system for the premises, if any, and a description of the automatic fire suppression system, if any; and
• Any additional information that the Authority reasonably determines to be necessary in connection with the investigation, review and determination of the application.
• List and addresses of all residents and businesses located within 300 feet of facility. Note: Applicant must provide written notice of the public hearing to the list of businesses and residents at least 15 days prior to the public hearing.

### Oath of Application

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge and belief. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Town of Carbondale Municipal Code and all Rules and Regulations which govern my Retail Marijuana License Application. I further acknowledge that it is my responsibility to provide the Town with amendments to this application in the event that any information provided herein changes after the date of application.

<table>
<thead>
<tr>
<th>Authorized Signature</th>
<th>Printed Name and Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Signature]</td>
<td>Gerald Greenspoon, Co-Owner</td>
<td>7-24-19</td>
</tr>
</tbody>
</table>
• Lease
• Operating Agreement
• A description of the security provisions and systems which must include, at a minimum:
  o Security surveillance cameras installed and properly maintained to monitor each
    entrance along the interior and exterior of the premises to discourage crime and to
    facilitate the reporting of criminal acts as well as nuisance activities; security video
    shall be preserved in the manner and for the period of time set forth in the Colorado
    Marijuana Enforcement Division Rules, as amended from time to time;
  o Robbery and burglary alarm systems that are professionally monitored and
    maintained in good working condition;
  o Exterior lighting that illuminates the exterior walls of the business during evening
    hours and is compliant with Town Code;
  o A secure safe that is utilized for the purposes of storing cash and marijuana that is
    not then being actively cultivated when the business is not open; and
  o Locking systems for exterior doors that are designed and installed in such fashion
    as to deter unlawful entry and provide safe emergency egress.
• A description of all goods to be sold;
• An exterior lighting plan;
• A description of any cultivation activities within the marijuana business which includes,
  without limitation, the area in which plants will be grown, a description of the lighting
  system for the lighting system for cultivation, a description of the ventilation and odor
  filtration system for the premises, if any, and a description of the automatic fire suppression
  system, if any; and
• Any additional information that the Authority reasonably determines to be necessary in
  connection with the investigation, review and determination of the application.
• List and addresses of all residents and businesses located within 300 feet of facility. Note:
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  residents at least 15 days prior to the public hearing.

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<tr>
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<th>Printed Name and Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Vincent Paulin / Co-Owner</td>
<td>7-20-19</td>
<td></td>
</tr>
</tbody>
</table>
FOR TOWN INTERNAL USE ONLY

Applicant Name: ____________________________ Trade Name: ____________________________

Premises Address:

Street Address ______________________________________ City __________________ State ______ Zip Code ______

Finance Department (Date Applied for New Sales Tax License) ☐ Approved ☐ Denied

Basis for recommendation: [Signature]

Police Department (Date Sent: ________) As to background check, business plan and operating characteristics for New License is recommended to be:

[Signature]

Basis for recommendation: [Signature]

Planning Department (Date Sent: ________) As to distance measurements, allowed zoning, signage for New License is recommended to be:

[Signature]

Basis for recommendation: [Signature]

Building Department (Date Sent: ________) As to building specifications (e.g. electrical, plumbing, structural) for New License is recommended to be: ☑ Approved ☐ Denied

Basis for recommendation: [Signature]

Town Manager (Date Sent: ________) As to completion and thorough departmental review of Application for New License is recommended to be: ☑ Approved ☐ Denied

Basis for recommendation: [Signature]

Clerk’s Office

New Medical Marijuana Business License: Type: ____________________________

Date Approved ________ Date Written Notice of Approval Sent ________

Date Denied ________ Date Written Notice of Denial Sent ________

Date of Premises Inspection Approval ________ License Issue Date ________ Expiration Date ________
To: Mayor Richardson and Carbondale Trustees

Through: Jay Harrington, Carbondale Town Manager

From: Katharine Rushton, CLEER
krushton@cleanenergyeconomy.net

Re: Proposed Scope of Services and Work Plan 2020 - DRAFT

Date: January 14, 2020

Introduction:

Building on the work of prior CLEER/Carbondale contracts, the following proposed scope of services continues to implement the action steps set forth in the Climate & Energy Action Plan while also leveraging and enhancing Carbondale’s membership in Garfield Clean Energy and the programs offered through the countywide approach. CLEER has created this work plan based on comments received from Mayor Richardson and the Trustees, input from Town Manager Jay Harrington and the strategies and tactics listed in the Carbondale Climate & Energy Action Plan.

2020 Scope of Services and Work Plan

The Intent for the 2020 Scope of work is to continue to build upon work implemented in 2019 within the 4 key focus areas:

- Advance Net Zero Buildings and Districts
  - Zero Energy District
  - Zero Energy Buildings
  - Zero Energy Town Facilities

- Carbondale Climate-Friendly Transportation

- Low-income Energy Efficiency Program

- Sustainability Educational Series
Advance Net Zero Buildings and Districts

Zero Energy District

Work completed in 2019:
- Direct outreach to all of the 2nd St townhomes: Went door to door and also mailed letters to landlord owners. Provided free energy audits to 2 of the homes to provide insight on potential upgrades common to all of the homes
- Worked with Third St Center on grant application to make progress towards net zero retrofit
- Worked with school district on roof top solar PV strategy for Teacher housing

Proposed for 2020:

The focus will be to continue to reduce the energy footprint of the buildings within the Zero Energy District boundary which include Carbondale Library, Bridges HS, Third St Center, Second St Townhomes and the RFSD Teacher Housing Complex.

1) Next steps for the Second Street Townhomes:
   - Engage a contractor to provide bulk pricing on efficiency measures
   - Develop informational materials for homeowners re: Bulk pricing, rebates, financing program and pay back/cost savings estimates
   - Outreach: Invite townhome residents to a gathering where we will discuss the Zero Energy District, present the townhomes opportunity, distribute information, applications and provide free direct install items: LEDs, showerheads etc

2) Engage with Garfield County Library District to start data tracking at the Carbondale Library by installing the Energy Navigator. Assess opportunities for building efficiency measures or expansion of onsite solar or contract to purchase off site solar.

3) Work with Roaring Fork School District to identify and apply for funding for roof top solar at the Third Street teacher housing complex

Zero Energy Buildings

Work completed in 2019:
- Completed research and community outreach and produced the Net Zero for New Construction report to aid in code update decision making.

Proposed for 2020:

1) Follow up on the gaps and issues identified by Marc McLain in a letter to the trustees submitted in response to proposed code updates to the Energy Efficient Building Program

2) As the majority of carbon emissions in the built environment come from existing building stock, focus for 2020 will include decarbonization of existing buildings. CLEER intends to partner with key organizations including CORE and Neighbors in Action to develop programming and outreach strategies. Outreach will include educational events around taking steps towards decarbonization in existing buildings.
Zero Energy Town Facilities

Work completed in 2019 (covered by GCE)

- Provided analysis for Holy Cross PURE program purchase and PPA buy-back at Town facilities and Third Street Center.
- Reviewed utility bills and live data at Rec Center, advised on a control system upgrade. Also assisted with securing rebates for solar thermal project at the Rec center.
- Fixed live data on the Navigator at Public Works, Rec Center and Town Hall.
- Researched and submitted project concept for electrification of Town Hall as part of DOLA

Proposed for 2020:

CLEER staff will continue to work with town staff to identify opportunities for efficiency opportunities at Town facilities.

Town staff have identified the following projects for 2020 that may require coordination around energy and resource efficiency opportunities:

- VFD pump upgrade for Hendricks Park irrigation system
- Rec Center control system upgrades
- Fixture upgrades for Xcel street lamps in Hendricks area
- Gateway RV park electrical upgrade (phased project over 3 years)
- Pool feasibility study
- Assess functionality of solar array on the Town hall and the potential for expansion including the addition of a monitoring system.

Low-Income Energy Efficiency Program

Work completed in 2019:

- Provided services to Crystal Meadows to obtain rebates through Energy Outreach Colorado’s multi-family program.

Proposed for 2020:

CLEER staff will continue to promote the CARE program to income qualified Carbondale residents and field calls and enquiries to ensure that eligible applicants have the information that they need to apply for the program. We fully expect to reach the same number of clients in spite of the reduction in the budget for this line item. The budget has been reduced because CLEER will have a reduced scope in 2020. Energy Outreach Colorado (EOC) has partnered with Northwest COG to follow up with outreach and audits for the Low-income program. The budget amount allocated by Garfield Clean Energy for this work is sufficient to serve the whole county without additional support from the Town of Carbondale.
Sustainability Educational Series

**Work Completed in 2019:**
Town funds helped support an array of educational events in 2019, including the well-attended and timely Beyond the Strike: Climate Forum that attracted attendance from throughout the valley.

<table>
<thead>
<tr>
<th>2019 Sustainability Educational Series</th>
<th>Date</th>
<th>Number of Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smart Design: Affordable Green Building – Part 1</td>
<td>4/16/19</td>
<td>42</td>
</tr>
<tr>
<td>Smart Design: Affordable Green Building – Part 2</td>
<td>4/30/19</td>
<td>39</td>
</tr>
<tr>
<td>Smart Design: Affordable Green Building – Part 3</td>
<td>6/11/19</td>
<td>45</td>
</tr>
<tr>
<td>Battery Electric School Bus</td>
<td>8/9/19</td>
<td>34</td>
</tr>
<tr>
<td>Experience Electric Workshop</td>
<td>8/28/19</td>
<td>56</td>
</tr>
<tr>
<td>Building your Organization’s Green Team to Achieve your Sustainability Goals – Lunch and Learn</td>
<td>9/25/19</td>
<td>21</td>
</tr>
<tr>
<td>Beyond the Strike: Climate Forum in Carbondale</td>
<td>10/23/19</td>
<td>175</td>
</tr>
</tbody>
</table>

*Full House at Beyond the Strike Climate Forum*

**Proposed for 2020:**

CLEER will again identify opportunities for the Town to cosponsor events focused on clean transportation, efficient buildings, renewable energy, decarbonization and climate protection.

Potential event topics:
- Follow up to Climate Forum
- Experience Electric workshop
- Decarbonize your home / commercial building
- An event to support the Town’s investigation of the single use plastics issue and any proposed policy change based on the commissioned report.
Carbondale Climate-Friendly Transportation

Work completed in 2019:

- Organized a Battery-Electric School Bus Workshop co-sponsored by (Town for Carbondale). RFSD attended and worked with CLEER to submit a successful grant application to fund the procurement of an electric school bus.
- The originally proposed Charge Ahead grant application for a Level III Charger at the Launchpad was postponed due to the electrical infrastructure upgrades required and Xcel demand charges that would be incurred. CLEER identified a new location for a Level III Charger at the Carbondale Park and Ride and helped RFTA prepare a Charge Ahead grant application to help fund the project. While the grant application was successful, RFTA has decided not to install the Level III Charger at this time due to the limited parking available.

Proposed for 2020:

CLEER has budgeted $5,000 for Climate-Friendly Transportation for the year. We are proposing several options and are seeking Board of Trustees’ input on what should be pursued.

- RFTA has proposed transferring the $30,000 grant to the Town of Carbondale (along with the responsibility of operating the charger). The Colorado Energy Office has given permission for this pass-through of the grant. CLEER and the Town of Carbondale could continue to pursue finding a suitable location for electric vehicle charging stations, prioritizing a Level III DC Fast Charger, and use the budgeted funding as a match for the Charge Ahead grant.
- Multi-Modal Transportation - CLEER plans on organizing a robust campaign to promote walking, biking, and transit, as has been done previously with the Ride Garfield County Program. Some of the budgeted funding could be dedicated towards marketing, outreach, and project management for programming in Carbondale.

Proposed 2020 Budget

<table>
<thead>
<tr>
<th>Services</th>
<th>ToC Amount</th>
<th>Potential Partners</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Net Zero Buildings and District: Neighborhood energy makeover, town facilities, existing buildings</td>
<td>$15,000</td>
<td>GCE, Xcel, Black Hills Energy, EOC, CORE</td>
</tr>
<tr>
<td>Carbondale Climate-Friendly Transportation</td>
<td>$5,000</td>
<td>Charge Ahead, RFTA, HCE</td>
</tr>
<tr>
<td>Low-income Program</td>
<td>$0</td>
<td>GCE, Xcel, Black Hills Energy, EOC, HCE</td>
</tr>
<tr>
<td>Sustainability Educational Series + Climate Forum Follow-up</td>
<td>$7,500</td>
<td>CORE, HCE, Xcel</td>
</tr>
<tr>
<td>Project management</td>
<td>$2,500</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$30,000.00</td>
<td></td>
</tr>
</tbody>
</table>
TOWN OF CARBONDALE
511 COLORADO AVENUE
CARBONDALE, CO 81623

Board of Trustees Agenda Memorandum

MEETING DATE: January 14, 2020
Item: 15 Attachment: S

TITLE: Special Event Task Force 2020 recommendations for Special Events, Street Closure requests and new rules and regulations

PRESENTING: Special Event Task Force Representative
Eric Brendlinger- Parks & Recreation Director

ATTACHMENTS: 2020 Calendar Special Events Draft
Committee Meeting Minutes from Nov 20 and Dec 4, 2019
Special Event Flow Chart
Bounce House Rules & Regulations

BACKGROUND:
The Special Events Task Force & Street Closure Committee met on November 20th, 2019 to review, recap, and discuss 2019 special events, street closures, and new rules and regulations for special event use of Town property. The Task Force met again on December 4, 2019 to make recommendations on 2020 special events and street closures. Please find attached the committee meeting minutes & recommendations. Listed below are the special events that organizers are seeking permission to host within town parks, town owned facilities or on town streets in 2020.

<table>
<thead>
<tr>
<th>Proposed Special Event</th>
<th>Organizer</th>
<th>Date &amp; Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Friday Main St. Closures</td>
<td>Chamber Committee</td>
<td>Jan-Dec (First Fri.) 5-9pm Main St.</td>
<td>(Weant to 3rd St.)</td>
</tr>
<tr>
<td>First Friday Main St. Closures</td>
<td>Chamber Committee</td>
<td>June, July, Aug, Sept 5-9pm</td>
<td>Main St. (Weant to Snowmass Dr.)</td>
</tr>
<tr>
<td>Family Skate Night</td>
<td>Parks &amp; Rec Dept.</td>
<td>Jan 3 (First Fri) 5:30-8pm</td>
<td>4th St. Park</td>
</tr>
<tr>
<td>Restaurant Week</td>
<td>First Friday Committee</td>
<td>Feb 7 (First Fri) 5-9 pm</td>
<td>Main St. Rec. Center</td>
</tr>
<tr>
<td>*Green is the New Black Show</td>
<td>Carbondale Arts</td>
<td>March 12, 13, 14 (Thurs, Fri &amp; Sat)</td>
<td>Rec. Center and 4th street</td>
</tr>
<tr>
<td>Spring Into Wellness</td>
<td>Davi Nikent &amp; Rec Dept.</td>
<td>April 3 (First Fri) 5-9pm</td>
<td>4th street to Rec Center Parade</td>
</tr>
<tr>
<td>Healing Hoof It.</td>
<td>Smiling Goat Ranch</td>
<td>April 3 (First Fri) 5-9 pm</td>
<td>Sopris Park</td>
</tr>
<tr>
<td>Easter Egg Hunt &amp; 5k Run</td>
<td>Parks &amp; Rec Dept.</td>
<td>April 11 (Sat) 8:30 am &amp;10am</td>
<td>Rec Center, 4th St. Park &amp; Plaza</td>
</tr>
<tr>
<td>*Five Point Film Festival</td>
<td>Regina Jones</td>
<td>April 22-25 (Wed-Sun)</td>
<td>4th St. Park &amp; Main Street parade</td>
</tr>
<tr>
<td>*Family Block Party/Pride Parade</td>
<td>Parks &amp; Rec Dept.</td>
<td>May 1 (First Fri) 4-8pm</td>
<td>Sopris Park</td>
</tr>
<tr>
<td>*Festival Las Americas</td>
<td>Club Rotario</td>
<td>May 3 (Sun) 12-8pm</td>
<td>Sopris Park</td>
</tr>
<tr>
<td>Dandelion Day &amp; Parade</td>
<td>Environmental Board</td>
<td>May 9 (Sat) 9 am-5pm</td>
<td>Sopris Park</td>
</tr>
<tr>
<td>Bonedale Bike Week</td>
<td>Bike Ped &amp; Rec. Dept.</td>
<td>May 15 (Sat)</td>
<td>Sopris Park</td>
</tr>
<tr>
<td>Bike Park Competition</td>
<td>Parks &amp; Rec Dept.</td>
<td>May 16 (Sat) 9:30am</td>
<td>North Face Bike Park</td>
</tr>
<tr>
<td>Jarpeo Y Baile Mexican Rodeo</td>
<td>Mario Tarin</td>
<td>May 23 or 24 4-9 pm</td>
<td>Young-Calaway Alpine Bank court</td>
</tr>
<tr>
<td>Pickleball Tournament</td>
<td>RFPA Members</td>
<td>May 30 7am-5 pm</td>
<td>Gus Darien Arena</td>
</tr>
<tr>
<td>Carbondale Wild West Rodeo</td>
<td>Rodeo Board</td>
<td>June 4-Aug 20 (Thurs) 7-10pm</td>
<td>Town Hall Start</td>
</tr>
<tr>
<td>Art Around Town Art Walk</td>
<td>CPAC</td>
<td>June 6 (Thurs)</td>
<td>North Face Park</td>
</tr>
<tr>
<td>Community Pedaleando</td>
<td>Susan Muenchen AVSC</td>
<td>June 7 (Sun) 10:30 am-2pm</td>
<td></td>
</tr>
</tbody>
</table>
**Hattie Thompson Birthday Party**
Downtown Farmer’s Market
Bonedale Skate Revival
Summer Park Concert Series
RFPA Summer Smash
Team Roping & Sorting Event
20th Annual Sopris Music Fest
4th July Parade & Pool Party
Summer Park Concert Series
Jaripeo Y Baile Mexican Rodeo
*Carbondale Mountain Fair*
Mt. Sopris Run Off & 4 mile
Porcupine Loop Bike Race
Summer Park Concert Series
Jaripeo Y Baile Mexican Rodeo
*The Hoot*
“Our Town - One Table”
*Carbondale Cowboy Up*
RFPA Tournament
Running of the Balls
*Wilderness Workshop*
Roaring Fork Ranch Roping
Western Slope Pickleball Tourney
Summer Park Concert Series
*O2 Outdoor Women’s Festival*
*Clay Center Fundraiser*
Potato Day Parade & BBQ
Marmot 5k and Mile
*Celtic Fest & Oktoberfest*
Aloha Shaka Cross Series
Dia De Los Muertos Parade
Turkey Cross Trot 5K Run
Light Up Carbondale
Jungle Bell Run 5K
Carb. Historic Society June 7 (Sun) 12-3 pm
F.M. Committee June 10-Sept. 30 (Wed) 10-3 pm
Recreation Dept. June 13 (Sat)
Steve Standiford June 14 (Sun) 3:30-7:30 pm
RFPA June 18-20
Stepping Stones June 26 & 27 (Sat – Sun)
Recreation Dept. July 3 (First Fri) 5-10 pm
Steve Standiford July 4 (Sat) 10:30am-2 pm
Recreation Dept. July 12 (Sun) 3:30-7:30 pm
Steve Standiford July 11 or 12 6-9 pm
Mário Taring July 24,25,26 (Fri thru Sun)
Carbondale Arts July 25 (Sat)
Independence Run /Hike July 26 (Sun)
Aloha Mt. Cyclery August 9 (Sun) 3:30-7:30 pm
Steve Standiford August 9 (Sun) 4-9 pm
Mário Taring August 14 (Fri) 5-10 pm
KDNK August 16 (Sun) 5-9 pm
Parks & Rec Dept. August 28 (Fri) 5-10 pm
Scott Haycock August 22 & 23 8am-4 pm
RFPA Sept 4 (Fri) 5-9 pm
Rotary Club Sept 4 (Fri) 5-9 pm
Rebecca Mirsly Sept 12 & 13 (Sat - Sun) 9am-6pm
Tom Harrington Sept 12 & 13 (Sat - Sun)
RFPA Sept 13 (Sun) 3:30-7:30 pm
Steve Standiford Sept 17-20 (Thurs-Sun)
Big Stone Publishing Sept 19 (Sat) 5-9 pm
Clay Center Parks & Rec/Committee
Oct 3 (Sat) 10:30-3 pm
Ross Montessori October 3 (Sat)
Recreation Dept. Oct 9 & 10 (Fri - Sat)
Aloha Cyclery TBD in Oct, Nov 26
Carbondale Arts November 6, (First Fri)
Recreation Dept. Nov 26 (Thurs)
Town/Chamber/CA December 4 (First Fri) 5-8pm
Independence Run/ Hike Dec 20 (Sun) 11am
Thompson House Museum Park
4th St. Park & Plaza
North Face Skateboard Park
Sopris Park
Young-Calaway Alpine Bank court
Gus Darien Rodeo Arena
4th St. Park
Main Parade & Sopris Park Pool
Sopris Park
Gus Darien Rodeo Grounds
Sopris Park
Sopris Park
Sopris Park
Gus Darien Rodeo Grounds
4th St. to Garfield, Park & Plaza
4th St Plaza to Euclid Ave.
4th St. Park & Plaza
Young-Calaway Alpine Bank
4th Street Park & Plaza
Sopris Park
Gus Darien Rodeo Arena
Young-Calaway Alpine Bank
Sopris Park
CRCC and 4th Street Park
Clay Center & Main St.
Main St. & Sopris Park
Ross Montessori School
4th St. Park & Plaza
North Face Park
3rd street to Main Street
RFHS & North Face Park
4th St. Park & Plaza
Independence Run and Hike

*Events where a Special Event Liquor License may be requested*

**STREET CLOSURES & SPECIAL EVENT RECOMMENDATIONS:**

**New Events:** O2 Outdoor Women’s Festival September 17-20
Roaring Fork Pickleball Association Pickleball Tournaments at the Young-Calaway Alpine Bank
Pickleball Courts at the North Face Park.

May 30th
June 18-20th
August 22-23rd
September 12th & 13th (original western slope tournament)

**First Friday:** The Task Force recommended the continuation of the road closures between Weant Blvd. and 3rd Street every month throughout the year on First Friday from 5 to 9 pm to safely accommodate the large numbers of adults and children navigating Main Street. During the months of June, July, August and September, Main Street closures will extend to Snowmass Drive to accommodate businesses on the east end of main street and to provide additional space between Snowmass Drive and 3rd Street on Main Street for farmers market booths and local artisan booths. All First Friday Main Street Closures require overtime hours for staff to close and open the roads. The larger main street closures require 3 Public Works or Parks Department staff members to be on duty to manually control a crosswalk at 3rd Street and Main Street to allow for north to south
vehicle traffic. This effort allows vehicle access across main street in the east part of town. Town staff will continue to have the discretion to open up Main Street earlier than 9:00 pm if inclement weather and/or light pedestrian traffic warrants it.

**Mountain Fair:** Continue to extend Friday hours for music to 9:30 pm, but to have the music on Sunday evening end at 7:00pm. This has allowed for an earlier Sunday evening Fair breakdown that proved to be less disturbing to the neighbors. Saturday evening schedule will remain the same with music ending at 9:30pm and Fire Show performance ending by 10:00pm. Sopris Park neighbors in attendance were in support of maintaining these Mountain Fair hour changes.

**Parades:**

*Dandelion Day Parade* will use the 2\textsuperscript{nd} Street staging but then turn south onto Weant Blvd. as their parade route and allow the RFTA bus stops to keep the regular bus stop locations and schedules.

*Heeling Hoof It Parade* is interested in moving this event from August to the April First Friday, which is the *Spring into Wellness* theme and matches their mission. The *Spring into Wellness* event takes place at the Carbondale Recreation Center. Main street is closed for First Friday so the parade would start at 4\textsuperscript{th} street plaza and then the animals would walk on main street and procession over to the Recreation Center. The route would need to be along the promenade pathway from main street to the Recreation Center to not have or require additional road closures.

2\textsuperscript{nd} Annual Pride Parade would take place during the First Friday in May when the *Family Block Party* is occupying the 4\textsuperscript{th} street plaza park and street area. The request is to add an additional large street closure (Snowmass Drive to Weant Blvd.) for this May First Friday allowing the Pride Parade to conduct staging on 2\textsuperscript{nd} Street and east Main Street and to travel the traditional parade route from 2\textsuperscript{nd} Street to Weant.

*Potato Day and 4\textsuperscript{th} of July parades* will stage on 2\textsuperscript{nd} Street and Main Street and continue on Main Street to then turn south at the corner of 7\textsuperscript{th} Street. The RFTA bus stop in front of the pool and the one on 6\textsuperscript{th} street in front of the recreation center will have to be temporarily moved to the south west corner of 7\textsuperscript{th} and Main St.

*Dia De Los Muertos Parade* travels from the 3\textsuperscript{rd} Street Center to Main Street on the First Friday in November with volunteers providing traffic control on the side streets until they reach Main Street which is already closed for First Friday.

**NEW RULES AND REGULATIONS**

We have had a lot of requests for Bounce Houses to be put up in Sopris Park for special events and for private rentals. The following rules/guidelines for the use of Bounce Houses in Sopris Park were discussed and we are seeking approval from the BOT to implement this policy.

- Needs to be commercially rented, and staked down securely by the company
- Bounce House has to be put in certain areas of the park demarcated on a park map supplied to the special event organizer. (see attached)
- Town of Carbondale must be listed as additional insured on the insurance of the bounce house company.
- No driving on the grass to place or pick up the bounce house.
- This special request will only be allowed in Sopris Park.
Town of Carbondale Parks & Recreation Department is looking at creating a gross weight limit and additional rules on food trucks and other vehicles allowed in Sopris Park for special events. For large special events, that have permission to bring vehicles into the park, we will require that there is a plan to protect the turf with techniques that will include the following stipulations:

➢ No vehicle access into the park if the natural weather has saturated the turf.
➢ If necessary (i.e.-food truck locations) the entry/exit would be protected with sheets of plywood and plywood would be placed under truck wheels where they are parking for the duration of the event.
➢ Gross vehicle weight cannot exceed 10,000 lbs. This is a light duty commercial truck class 1 & 2 only.
➢ Turf damage will be repaired using the damage deposit collected from the event organizer.

If approved, these new rules and regulations will be included in our Facility Rental Agreement language for 2020.

ANALYSIS

To accommodate and schedule a community calendar for event organizer’s requested dates, staff is requesting BOT consideration to approve these events, the use of town facilities and the listed street closures. This will allow staff to begin working and outlining with event organizers the Town requirements, policies and procedures for them to sponsor and stage these events on Town property. (See new timeline and flow chart) An Event Management Plan and/or Facility Use Agreement will be required of these events by the event organizers. Events that serve alcohol will also require event organizers to appear before the BOT for their authorization to obtain a “Special Event Liquor License” from the Town Clerk. Events that utilize food vendors must prove that all vendors at their event have obtained a current vendor’s license from Garfield County Public Health, as well as have a current Town of Carbondale Sales Tax License. All non-food vendors would also need to have a current TOC sales tax license.

RECOMMENDATION:

Staff recommends the following motion be considered:

“Move to approve the 2020 special events and street closures as recommended by the Special Events Task Force & Street Closure Committee and to adopt the new rules and regulations for bounce house use and vehicle access to Sopris Park.”

Prepared By: Eric Brendlinger, Parks & Recreation Director

Jay Harrington
Town Manager
<table>
<thead>
<tr>
<th>Event</th>
<th>Organizer</th>
<th>Contact</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Friday (monthly)</td>
<td>Chamber of Commerce</td>
<td>Andrea Stewart (963-1890) <a href="mailto:andrea@carbondale.com">andrea@carbondale.com</a></td>
<td>1st Fri. of Month (5-9 pm)</td>
<td>Downtown Main Street</td>
</tr>
<tr>
<td>First Friday Family Skate Night</td>
<td>Parks &amp; Recreation Dept.</td>
<td>Jamie Wall (510-1214)</td>
<td>January 3 (Fri) 5:30-8:00 pm</td>
<td>4th Street plaza park ice rink</td>
</tr>
<tr>
<td>Full Moon Tri</td>
<td>Parks &amp; Recreation Dept. Aloha Mtn. Cyclery Independence Run &amp; Hike Brion After</td>
<td>Margaret Donnelly (510-1280) Darren Broome (963-2500)</td>
<td>January 11 (Sat) 4:30-8 pm</td>
<td>Darien Ice Rink &amp; Rio Grande Trail <a href="mailto:alohamtnycyclery@yahoo.com">alohamtnycyclery@yahoo.com</a> <a href="mailto:independencerun@sopris.net">independencerun@sopris.net</a></td>
</tr>
<tr>
<td>First Friday Restaurant Week</td>
<td>First Friday Committee</td>
<td>Chamber of Commerce</td>
<td>February 7 (Fri) 4:30 pm</td>
<td>Downtown Main St.</td>
</tr>
<tr>
<td>First Friday “Creative District Art Walk”</td>
<td>First Friday Committee</td>
<td>Chamber of Commerce</td>
<td>March 6 (Fri) 5:00 pm</td>
<td>Downtown Main St.</td>
</tr>
<tr>
<td>Green is The New Black Fashion Show</td>
<td>Carbondale Arts</td>
<td>Amy Kimberly (963-1680) <a href="mailto:amy@carbondalearts.com">amy@carbondalearts.com</a></td>
<td>March 12, 13, 14 (Thurs, Fri &amp; Sat)</td>
<td>Carbondale Recreation Center</td>
</tr>
<tr>
<td>First Friday “Spring into Wellness”</td>
<td>Davi Nikent &amp; Recreation Dept</td>
<td>Rita Marsh &amp; Margaret Donnelly (618-5879) (510-1280) <a href="mailto:mdonnelly@carbondaleco.net">mdonnelly@carbondaleco.net</a></td>
<td>April 3, (Fri) 5-9 pm.</td>
<td>Downtown Main Street &amp; CRCC</td>
</tr>
<tr>
<td>Healing Hoof It</td>
<td>Smiling Goat Ranch</td>
<td>Michelle Marlow <a href="mailto:michmarlow@gmail.com">michmarlow@gmail.com</a></td>
<td>April 3, (Fri)</td>
<td>Downtown</td>
</tr>
<tr>
<td>Town Easter Egg Hunt &amp; “Where my Peeps at”</td>
<td>Parks &amp; Recreation Dept.</td>
<td>Margaret Donnelly (510-1280) <a href="mailto:mdonnelly@carbondaleco.net">mdonnelly@carbondaleco.net</a></td>
<td>April 11th (Sat) 10:00 am</td>
<td>Sopris Park</td>
</tr>
<tr>
<td>5 Point Film Festival</td>
<td>5 Point Film</td>
<td>Regina Jones 510-5523 <a href="mailto:rjones@5pointfilm.org">rjones@5pointfilm.org</a></td>
<td>April 22-25 (Wed thru Sun)</td>
<td>Carbondale Recreation Center &amp; 4th Street Plaza &amp; Park</td>
</tr>
<tr>
<td>First Friday: “Family Block Party” Pride Parade</td>
<td>Parks &amp; Recreation Dept.</td>
<td>Jamie Wall (510-1214) <a href="mailto:jwall@carbondaleco.net">jwall@carbondaleco.net</a></td>
<td>May 1 (Fri) 4:00 pm</td>
<td>4th Street Plaza &amp; Park &amp; Main St. Parade</td>
</tr>
<tr>
<td>“Festival Las Americas”</td>
<td>Club Rotario</td>
<td>Lucy Moncada (930-5063)</td>
<td>May 3 (Sun) 12 noon – 8 pm TBD</td>
<td>Sopris Park &amp; Gazebo</td>
</tr>
<tr>
<td>Dandelion Day</td>
<td>Environment Board</td>
<td>Natalie Rae Fuller 503-960-9428. <a href="mailto:natalierae13@gmail.com">natalierae13@gmail.com</a></td>
<td>May 9 (Sat) 9am - 5pm</td>
<td>Sopris Park &amp; Main St. parade <a href="mailto:dandelionday81623@gmail.com">dandelionday81623@gmail.com</a></td>
</tr>
<tr>
<td>Bonedale Bike Week</td>
<td>Bike Ped Commission &amp; Recreation Dept.</td>
<td>Eric Brendlinger (510-1277) <a href="mailto:ebrendlinger@carbondaleco.net">ebrendlinger@carbondaleco.net</a></td>
<td>May 15-21 (Friday thru Thurs)</td>
<td>Carbondale Recreation Center &amp; other locations within Town</td>
</tr>
<tr>
<td>Bike Park Competition</td>
<td>Parks &amp; Recreation Dept.</td>
<td>Jamie Wall (510-1214) <a href="mailto:jwall@carbondaleco.net">jwall@carbondaleco.net</a></td>
<td>May 16 (Sat) 9:30 am</td>
<td>North Face Bike Park</td>
</tr>
<tr>
<td>Event</td>
<td>Organizer</td>
<td>Contact</td>
<td>Date</td>
<td>Location</td>
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<tr>
<td>Jarípeo Y Baile Mexican Rodeo</td>
<td>Mario Tarin</td>
<td>(618-6486)</td>
<td>May 23 or 24 (Sat or Sun)(4-9 pm)</td>
<td>Gus Darien Rodeo Grounds</td>
</tr>
<tr>
<td>Roaring Fork Pickleball Tournament Members Only</td>
<td>RFPA</td>
<td><a href="mailto:rfpickleball@gmail.com">rfpickleball@gmail.com</a></td>
<td>May 30 (Sat) 7am-5pm</td>
<td>Young-Calaway Alpine Bank Courts</td>
</tr>
<tr>
<td>Art Around Town Art Walk</td>
<td>Val Sneary</td>
<td></td>
<td></td>
<td>Begin at Town Hall</td>
</tr>
<tr>
<td>First Friday &quot;Creative District &quot;Art aRound Town &quot;</td>
<td>First Friday Committee</td>
<td>Chamber of Commerce (963-1890)</td>
<td>June 5 (Fri) 5-9 pm</td>
<td>Downtown Main Street</td>
</tr>
<tr>
<td>Wild West Rodeo Series</td>
<td>CPAC: Carbondale Public Arts Commission</td>
<td><a href="mailto:lindberg@carbondaleco.net">lindberg@carbondaleco.net</a></td>
<td>June 4 (Thurs) 5:30pm</td>
<td>Downtown Main Street</td>
</tr>
<tr>
<td></td>
<td>Wild West Rodeo Assoc.</td>
<td>Mike Kennedy (379-3907) <a href="mailto:mikenney@carbondaleco.com">mikenney@carbondaleco.com</a></td>
<td>June 4 – August 20 (Thurs) 7:30 – 9:30 pm</td>
<td>Gus Darien Rodeo Grounds</td>
</tr>
<tr>
<td></td>
<td>AVSC</td>
<td>Susan Muenchen 970-205-5107 <a href="mailto:smuenchen@teamavsc.org">smuenchen@teamavsc.org</a></td>
<td>June 7 (Sun) 10:30 am-2pm</td>
<td>North Face Park</td>
</tr>
<tr>
<td>Community Pedaleando</td>
<td>Music Committee</td>
<td>Steve Standiford (963-3304) <a href="mailto:sguitars@sopris.net">sguitars@sopris.net</a></td>
<td>June 14 (Sun) 3:30-7:30 pm</td>
<td>Sopris Park Gazebo</td>
</tr>
<tr>
<td>Summer Park Concert Series</td>
<td>Carbondale Historical Society</td>
<td>Sue Gray (618-1849) <a href="mailto:info@carbondalehistory.org">info@carbondalehistory.org</a></td>
<td>June 7 (Sun) 12-3 pm</td>
<td>Thompson House Museum</td>
</tr>
<tr>
<td>Hattie Thompson Birthday Party</td>
<td>Farmer’s Market Committee</td>
<td>Jamie Wall (608-385-9252) <a href="mailto:jwall@carbondaleco.net">jwall@carbondaleco.net</a></td>
<td>June 10 – Sept. 30 (Wed) 10:00 am – 3:00 pm</td>
<td>4th Street Plaza &amp; Park</td>
</tr>
<tr>
<td>Downtown Farmer’s Market</td>
<td>Parks &amp; Recreation Dept.</td>
<td>Jamie Wall (510-1214) <a href="mailto:jwall@carbondaleco.net">jwall@carbondaleco.net</a></td>
<td>June 13 (Sat 9:30 am)</td>
<td>North Face Skateboard Park</td>
</tr>
<tr>
<td>9th Annual “Bonedale Skate Revival”</td>
<td>RFPA</td>
<td><a href="mailto:rfpickleball@gmail.com">rfpickleball@gmail.com</a></td>
<td>June 18-20 (Thurs-Sat) 7am-5pm</td>
<td>Young-Calaway Alpine Bank Courts</td>
</tr>
<tr>
<td></td>
<td>Stepping Stones</td>
<td>Temple Glassier (379-2411) <a href="mailto:tglassier@yahoo.com">tglassier@yahoo.com</a> <a href="mailto:kyle@steppingstonesrly.org">kyle@steppingstonesrly.org</a></td>
<td>June 26 &amp; 27, (Sat, Sun) TBD</td>
<td>Gus Darien Rodeo Grounds</td>
</tr>
<tr>
<td>First Friday “Community Celebration”</td>
<td>First Friday Committee</td>
<td>Chamber of Commerce (963-1890)</td>
<td>July 3 (Fri) 5-9 pm</td>
<td>Downtown Main Street</td>
</tr>
<tr>
<td>20th Annual “Mt. Sopris Music Fest”</td>
<td>Steve’s Guitars</td>
<td>Steve Standiford (963-3304)</td>
<td>July 3 (Fri) 5-10 pm</td>
<td>4th Street Park</td>
</tr>
<tr>
<td>4th of July Parade &amp; Pool Party</td>
<td>Parks &amp; Recreation Dept.</td>
<td>Eric Brendlinger (510-1277) <a href="mailto:mdonnelly@carbondaleco.net">mdonnelly@carbondaleco.net</a> <a href="mailto:ebrendlinger@carbondaleco.net">ebrendlinger@carbondaleco.net</a></td>
<td>July 4 (Sat) 10:30 am - 2pm</td>
<td>Downtown Main St. Parade Route Sopris Park Pool Area</td>
</tr>
<tr>
<td></td>
<td>Margaret Donnelly (510-1280)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer Park Concert Series</td>
<td>Music Committee</td>
<td>Steve Standiford (963-3304) <a href="mailto:sguitars@sopris.net">sguitars@sopris.net</a></td>
<td>July 12 (Sun) 3:30-7:30pm</td>
<td>Sopris Park Gazebo</td>
</tr>
<tr>
<td><strong>Event</strong></td>
<td><strong>Organizer</strong></td>
<td><strong>Contact</strong></td>
<td><strong>Date</strong></td>
<td><strong>Location</strong></td>
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</tr>
<tr>
<td>Jaripeo y Baile Mexican Rodeo</td>
<td>Mario Tarin</td>
<td>(618-6486)</td>
<td>Aug 9 (Sun) (4-9 pm)</td>
<td>Gus Darien Rodeo Grounds</td>
</tr>
<tr>
<td>Carbonado Mountain Fair</td>
<td>CA-Carbonado Arts</td>
<td>Amy Kimberly (963-1680)</td>
<td>July 11 or 12 (Sat or Sun) (4-9 pm)</td>
<td>Sopris Park</td>
</tr>
<tr>
<td>Mt. Sopris Runoff &amp; 4-mi Run</td>
<td>Independence Run &amp; Hike Store</td>
<td>Brion After (704-0909)</td>
<td>July 24, 25, 26, (Fri thru Sun)</td>
<td>Sopris Park</td>
</tr>
<tr>
<td>Porcupine Loop Bike Race</td>
<td>Aloha Mt. Cyclery</td>
<td>Darren Broome (963-2500)</td>
<td>July 25 (Saturday)</td>
<td>Sopris Park</td>
</tr>
<tr>
<td>First Friday &quot;Rally Palooza&quot;</td>
<td>First Friday Committee</td>
<td>Chamber of Commerce</td>
<td>August 7 (Fri) 5-9 pm</td>
<td>Downtown Main Street</td>
</tr>
<tr>
<td>Summer Park Concert Series</td>
<td>Music Committee</td>
<td>Steve Standford (963-3304)</td>
<td>August 9 (Sun) 3:30-7:30 pm</td>
<td>Sopris Park Gazebo</td>
</tr>
<tr>
<td>Jaripeo y Baile Mexican Rodeo</td>
<td>Mario Tarin</td>
<td>(618-6486)</td>
<td>Aug 9 (Sun) (4-9 pm)</td>
<td>Gus Darien Rodeo Grounds</td>
</tr>
<tr>
<td>The Hoot</td>
<td>KDNK</td>
<td>Gavin Dahl (963-0139)</td>
<td>August 14th (Fri) 5-10 pm</td>
<td>4th Street Plaza Park to Garfield</td>
</tr>
<tr>
<td>&quot;Our Town - One Table&quot;</td>
<td>Parks &amp; Recreation Dept</td>
<td>Sondie Reiff (305)710-0826</td>
<td>August 16 (Sun) 5-9 pm</td>
<td>4th Street (Main to Euclid)</td>
</tr>
<tr>
<td>&quot;Cowboy Up&quot; Dance &amp; BBQ</td>
<td>Scott Haycock</td>
<td>(948-6604)</td>
<td>August 28 (Fri) 6-10 pm</td>
<td>4th Street Park &amp; Plaza</td>
</tr>
<tr>
<td>RFPA Tournament</td>
<td>RFPA</td>
<td><a href="mailto:rfpickleball@gmail.com">rfpickleball@gmail.com</a></td>
<td>Aug 22-23 (Fri-Sat) 8am-4pm</td>
<td>Young-Calaway Alpine Bank Courts</td>
</tr>
<tr>
<td>First Friday &quot;Creative District Art Walk&quot;</td>
<td>Chamber of Commerce</td>
<td>(963-1890)</td>
<td>Sept 4 (Fri) 5-9 pm</td>
<td>Downtown Main Street</td>
</tr>
<tr>
<td>Rotary Club Running of the Balls</td>
<td>Carbondale Rotary Club</td>
<td>Alan Cole</td>
<td>Sept 4 (Fri) 5-9 pm</td>
<td>Downtown Main Street &amp; 4th Street</td>
</tr>
<tr>
<td>Wilderness Workshop Community Party</td>
<td>Wilderness Workshop</td>
<td>Rebecca Mirsky 970-963-3977</td>
<td>Sept 4, (Fri) 4-9pm</td>
<td>Sopris Park</td>
</tr>
<tr>
<td>Roaring Fork Ranch Roping</td>
<td>Wild West Rodeo Assoc.</td>
<td>Tom Harrington (275-1165)</td>
<td>Sept 12 &amp; 13 (Sat &amp; Sun)</td>
<td>Gus Darien Rodeo Arena</td>
</tr>
<tr>
<td>Western Slope Pickleball Tournament</td>
<td>RFPA</td>
<td><a href="mailto:rfpickleball@gmail.com">rfpickleball@gmail.com</a></td>
<td>Sept 12-13 (Sat-Sun) 8am-4pm</td>
<td>Young-Calaway Alpine Bank Courts</td>
</tr>
<tr>
<td>Event</td>
<td>Organizer</td>
<td>Contact</td>
<td>Date</td>
<td>Location</td>
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<tr>
<td>Sopris Park Summer Park Concert Series</td>
<td>Music Committee</td>
<td>Steve Standiford (963-3304)</td>
<td>Sept. 13 (Sun) 3:00-7:00 pm</td>
<td>Sopris Park Gazebo</td>
</tr>
<tr>
<td>O2 Outdoor Women’s Festival</td>
<td>Big Stone Publishing</td>
<td>Lisa Raleigh</td>
<td>Sept. 17-20 (Thurs-Sun)</td>
<td>Carbondale Recreation Center</td>
</tr>
<tr>
<td>Clay Center’s Annual Fundraiser</td>
<td>Carbondale Clay Center</td>
<td>Angela Bruno (963-2529)</td>
<td>Sept. 19 (Sat.) 5-9 pm</td>
<td>Carbondale Clay Center</td>
</tr>
<tr>
<td>First Friday “Homecoming &amp; Harvest Fest”</td>
<td>Chamber of Commerce (963-1890)</td>
<td>Chamber of Commerce (963-1890)</td>
<td>Oct. 2 (Fri) 5-9 pm</td>
<td>Downtown Main Street</td>
</tr>
<tr>
<td>Potato Day Parade &amp; BBQ in Sopris Park</td>
<td>Carbondale Historical Society Sue Grey (414-1078)</td>
<td>Sue Grey (414-1078)</td>
<td>Oct. 3 (Sat) 10:30 am–3 pm</td>
<td>Main St. Parade &amp; Sopris Park</td>
</tr>
<tr>
<td>Ross Montessori 5k &amp; Marmot Mile</td>
<td>Ross Montessori School</td>
<td>Sonya Hemmen (970-963-7199)</td>
<td>October 3 (Sat) 7:30-11:00 am</td>
<td>Ross Montessori School</td>
</tr>
<tr>
<td>“Celtic Fest”</td>
<td>Parks &amp; Recreation Dept.</td>
<td>Jamie Wall (510-1214)</td>
<td>Oct 9 (Fri) 5-9 pm</td>
<td>4th Street Park &amp; Plaza</td>
</tr>
<tr>
<td>“Oktoberfest” Celebration</td>
<td></td>
<td>Jamie Wall (510-1214)</td>
<td>Oct 10 (Sat) 12pm – 9:30 pm</td>
<td>4th Street Park &amp; Plaza</td>
</tr>
<tr>
<td>Indigenous Peoples Day</td>
<td>Nuche Pow Wow</td>
<td>John Hoffman &amp; Rita Marsh</td>
<td>Oct 11 (Sun) 5-9 pm</td>
<td>Nuche Park</td>
</tr>
<tr>
<td><a href="http://www.davinikent.org">www.davinikent.org</a></td>
<td></td>
<td></td>
<td>Oct 12 (Mon) 10am- 2pm</td>
<td>Sopris Park and Gazebo</td>
</tr>
<tr>
<td>Aloha Shaka Cross Series</td>
<td>Aloha Cyclery</td>
<td>Darren Broome (963-2500)</td>
<td>Race #1: Sunday, TBD</td>
<td>RFHS &amp; North Face park (Thanksgiving Day)</td>
</tr>
<tr>
<td>(Bike Cyclo-Cross Race)</td>
<td></td>
<td></td>
<td>Race #2: Thursday, November 26</td>
<td></td>
</tr>
<tr>
<td>First Friday “Dia De los Muertos”**</td>
<td>First Friday Committee</td>
<td>Chamber of Commerce &amp; CA</td>
<td>Nov. 6 (Fri) 5-9 pm</td>
<td>3rd Street to Main Street Parade Route</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.carbondale.com">www.carbondale.com</a></td>
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<tr>
<td>Turkey Cross Trot</td>
<td>Parks &amp; Recreation Dept.</td>
<td>Margaret Donnelly (510-1280)</td>
<td>Nov. 26 (Thurs.) 8 am</td>
<td>North Face Park</td>
</tr>
<tr>
<td>(5k run)</td>
<td></td>
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<tr>
<td>First Friday “Light Up Carbondale”</td>
<td>Chamber/CA &amp; Rec.</td>
<td>Jamie Wall (510-1214)</td>
<td>Dec. 4 (Fri) 5-9 pm</td>
<td>Downtown Main Street</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.carbondale.com">www.carbondale.com</a></td>
<td>(963-1890)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>“Jingle Bell Run”</td>
<td>Independence Run &amp; Hike Store</td>
<td>Brion After (704-0909)</td>
<td>Dec. 20 (Sun) 11am start</td>
<td>Independence Run &amp; Hike Store</td>
</tr>
</tbody>
</table>
TOWN OF CARBONDALE
2020 SPECIAL EVENTS TASK FORCE MEETING #1

WEDNESDAY, November 20th, 2019 @ 6:00-7:30 P.M.
CARBONDALE TOWN HALL – ROOM #2

Meeting Minutes

1. Introductions & Roll Call of Task Force Members
Frank Nadell
Eric Brendlinger
Alan Cole
Rose Rosello
Sarah Tymczyszyn
Angela Bruno
Jerri Albert
Amy Kimberly
Michelle Marlow
Max Scott
Steve Standiford
Rita Marsh

2. Items not on the agenda and public present

3. Meeting Dates: November 20th, 2019 6 – 7:30 pm 2019 Events Recap
December 4th, 2019 6- 7:30 pm 2020 Special Events and New Events
January 14th, 2020 6:00 pm Recommendations presented to Trustees

4. Review of Town Ordinances, Park Rules, Event Times, Decibel Levels (Attachment A)

5. Special Event Flow Chart, Paperwork Requirements and Timeline. (Attachment B)
Closing/Timing of the parks use
Article 9: Noise allowances. Noise levels will not exceed 90 decibels. Police measure at property line. All 2019 events did not exceed 90 decibels.

Amy: Some neighbors have come to Trustees from downtown. Will there be any changes?
Eric: After Hoot Event: neighbors complained. The problem was with the direction of the stage. The 90 decibels has been an appropriate level, the highest has been 85.
Everyone is okay with decibel level
6. **Review of 2019 Main Street Closures**

   a) *First Fridays:* Street Closures were conducted on all *First Fridays* from Weant to 3rd street from 5 pm to 9 pm by the Town of Carbondale Streets Department. Summer Months of June, July, August Weant to Snowmass Drive. During the winter months the Town staff on duty had the ability to open up the streets prior to the 9 pm time frame if they determined that no one was out or street events were done and cleaned up.

   Amy: For closures on 4th street, keep access to Launchpad open (leave openings for them) Check in with Launchpad when closing 4th street – (Cowboy Up, Farmers’ Market, Oktoberfest, Our Town One Table) Add a sign with an arrow to guide patrons to the Launchpad.

   Angela: Can we close all the way to Snowmass for all First Fridays?

   Amy: We need signage at Snowmass to explain where vehicles need to drive

   Eric: If we closed all the way to Snowmass, we would have to staff 3rd street (has to stay open) The flow from 3rd street helps for crossing town. We would have to staff with three public works or parks employees.

   Michelle: Full closure for May First Friday? This can be requested.

   b) **Dandelion Day Parade** (2nd street to Weant Blvd.) No changes.

   c) **4th of July Parade** (2nd street to 7th street) No changes.

   d) **Rotary “Running of the Balls”** (2nd street to Weant Blvd No closure of East Main street or 2nd street access)

   Rose: More signage. Some people missed the event.

   Rose: Can public works and police department alternate with helping out with street closures?

   Eric: Public works is completely in charge of street closures. Police might be called out jeopardizing the safety of the street closure.

   e) **Potato Day Parade** (2nd street to 7th Street) No changes. We had one request to make sure the side access streets are left accessible from second street during the parade staging time frame. This is an easy solution by leaving a gap between the stationary floats waiting for the parade to start at the side street locations.

   f) **Dia De Los Muertos** (sidewalk from 3rd street to Main Street, Street closed from 3rd & Main to Weant Blvd. for First Friday. Traffic control on 3rd street was volunteers with vests and stop signs) No changes. Had requested a street closure last year of third street, but the volunteers with vests and stop signs worked for the time frame of the procession down third street to the closed main street.

   **Heeling Hoof** It event: move event from August to April First Friday, which is the Spring into Wellness theme and matches their mission. The Spring into Wellness event takes place at the Carbondale Recreation Center. Main street is closed for First Friday. The idea is to start the parade at 4th street plaza and then to walk the animals on main street and then procession over to the Recreation Center. The route would need to be along the promenade pathway from main street to the Recreation Center to not have or require additional road closures.

6. **Sopris Park Events 2019**

   a) **Town Easter Egg Hunt and “Where My Peeps At” 5 K Scavenger Hunt. No Changes**
b) Festival Las Americas. Rita: Loud, very loud event. *Does not break 90 decibels. No changes.

c) Dandelion Day. No changes

d) Summer Park Concert Series (Third Sundays in June, July, August, Sept.) 3:30-7:30pm amplified music. In September, 7:30pm gets a little late in the dark. Neighbors feel like they are pushing the time in the evenings. *September 3pm-7pm change requested.
Frank: lots of dogs at the event, not all are behaved and the park rule is for no dogs.
Eric: Alcohol is not allowed due to open container laws. In order to have open container or alcohol be allowed at the summer concert series – a non-profit would have to host the event, set up a perimeter, sell the alcohol, provide tips trained staffing.

There is a consensus that many people enjoy public special events that are non-alcoholic events

e) Town 4th of July Pool Party. No changes

f) Carbondale Mt. Fair (Porcupine Loop Bike Race and Mt. Sopris Runoff) No changes
49th annual in 2020
Allowed music to go until 9:30 on Friday
Saturday music until 9:30, fire show until 10
Sunday music stopped at 7pm

Eric: use chalk paint to line the course (directions) Citizens used real paint to write on the street to cheer on their family members. This was not the organizers fault but it could be mentioned by the organizers as being forbidden in the future.
Jeri: Food vendors drive fast down the alleys, (They can use any routes when coming and going)
Frank: Can we move the barrier on Main street for vendors to leave and come back. Please let vendors know how to enter and exit event. Can we not have the vendors use the alley.
Amy: There is controlled and gated access for these food vendors on 7th street. We can let them know not to use alleys for access, but the main roads.

Eric: We can put up Type 1’s at the alley to deter the ally use by vendors. The type ones could still be moveable barriers throughout the event so homeowners can maintain access.

g) Wilderness Workshop Membership Appreciation Party. No changes

h) Strike for Climate Action. No changes.
We will ask if they will return for 2020

i) Potato Day Bar-B-Que Eric mentioned that this was the second year that this event has been organized by the Potato Day Committee which consisted of The Town of Carbondale Parks & Recreation Department, Carbondale Historical Society, Sopris Sun, Carbondale Library and KDNK. The proceeds from the event go back into the next year’s event with any net profit after this allocation being donated to the Carbondale Historical Society. No changes

j) Indigenous Peoples Day No changes
Jeri: why is it not held at Nuche Park?
Rita: We kept it at Sopris for parking/accessibility
Frank: Let’s spread the events out to different parks. To keep in mind for future applications.
Eric: The Town’s budget has a placeholder to purchase a mobile stage to open the option for other parks.

5. 4th Street Plaza Park Special Events

a) First Fridays (Family Skate Night, Jan, Spring Into Wellness – April, Family Block Party-May, Creative District -June, Mt. Sopris Music Fest-July, Rally Palooza and Healing Hoof-it- August, Rotary Ball Race and Carnival- Sept, Homecoming-Oct, Dia De Los Muertos-Nov, Light Up Carbondale- Dec) No changes
The Town leases the park currently all year round
Current Lease: year to year. No guarantee the park would be leasable each year. No longer for sale right now

b) 5 Point Film Festival Confluence. No changes

c) Ride the Rockies No changes. Not an annual event.

d) Downtown Wednesday Farmer’s Market (and June, July, Aug, Sept.) No changes. Maybe drop hours down for September 10am-2pm. This would be a Farmers Market Board decision.

e) The Hoot KDNK Concert Fundraiser. No change. Great Band. Noise complaints from the neighbors because of the stage configuration. Eric mentioned that Bill Flannigan would have turned it down if the noise was bothering neighbor’s but he was not approached during the event. It was under the 90 decibel limit at the private property lines.

f) “Our Town-One Table” Downtown Community Potluck. No changes.
Frank: Don’t have reservations. Maybe add more “open” tables. Frank felt it was structured for everyone to get their own table and to not mix and mingle with others. Jamie explained that the first come first served table reservation system was the best way to organize the 100 plus tables of people coming to the event. There is also a table decorating contest, so this reservation system allows that to take place. There is also many tables that are reserved for individuals, so the intermingling does happen at those tables. Eric mentioned that we could label those tables and empty chairs at other tables better next year and that we tried a balloon technique placed on seats if someone had an empty chair at their table. It was a very windy day so this technique was not very successful.

g) “Cowboy Up” Dance and Bar-B-Que. No changes

h) Celtic Fest & Oktoberfest. No changes. Cornhole tournament happens outside when weather is nice. Parents have a hard time moving around. A suggestion for a Stroller parking area within the venue?
Some music is too loud inside the tent
Suggestion for some speakers on the outside of the tent with the live and recorded music playing.
Food was great and was from a local business. Beer Works.

6. Other Town of Carbondale Special Event Venues

a) Bonnie Fisher Park (Bread Oven Events, or outdoor concerts or movies) no changes. More advertisements. Add events on our Town Calendar that take place at the Bread Oven
b) North Face Park (Bike Park Competition, Skateboard Competition, Pedaleando AVSC Summer Programs, Pickleball Tournament, Cyclocross x 3, Turkey Trot) No changes. Building new pickleball courts, this park will start to get busier. Events are currently spread out but need to make sure parks do not get over saturated. Great location for concerts. *Lack of bathrooms. Porta Potties would need to be ordered for a large event in this location.

Bluegrass festival at North Face Park? It was mentioned that limited parking is available on site but there is ample parking on the school district property if school was not in session. It was mentioned that there are lights and that some electrical infrastructure is available and with a mobile stage the outfield of the Bill Hanks Ball field could be an appropriate location for an outdoor concert or event. The views of Sopris are amazing and the lights are available.

c) Gus Darien Rodeo Grounds (Wild West Rodeo Series, Gymkhana, Ranch Roping Competitions, Mexican Rodeos with Concerts) No changes. More advertising for Ranch Roping.

Rose: No guns at Gus Darien Rodeo Grounds? (Do not shoot at the audience) One armed bandit had an act where fake guns were used. Would like to see more Latinos at the events. Eric mentioned that there was a promoter that was interested in holding other rodeos and concerts last year, but did not follow through. Mario Tarin is the local promoter that organized the local Mexican Rodeos and concerts. He did three last year and is interested in producing three next summer.

d) Thompson Park (Hattie Thompson Birthday Party, Potato Day Ghost Tours by Carbondale Historical Society) No changes. More tours, more visibility.

7. Town of Carbondale Budget for new stage

a. Stage Line SL75 Model. Available to rent $79,500 Eric mentioned that this stage is able to be packaged up and pulled on a self-contained trailer behind a pick-up truck and can be placed at other venues or just easily moved to another location within a venue, like into the street at the 4th street plaza park. Depending upon the type and size of stage purchased (we are looking at a 20' x 16' stage) the price for rental by other entities will be benchmarked and published.

8. New Rules/Regulations for Garfield County Public Health. Included in all paperwork for events with vendors. In this manner the Town knows that the special event organizer has obtained the Garfield County paperwork. This paperwork changes every year and is updated every year in our paperwork package. Any event that serves food to the public needs to go through this process with the county public health office and the vendors at the event need to have a current a retail food servers license and have a Town sales tax license.

9. Sopris Park Bounce House paperwork (Attachment C)

We have had a lot of requests for Bounce Houses to be put up into Sopris Park. The Town of Carbondale Insurance wanted to set rules/guidelines for the use of Bounce House. Needs to be commercially rented, Bounce House has to be put in certain areas, the Town of Carbondale must be listed as additional insured on the insurance of the bounce house company, no driving on the grass to place or pick up the bounce house, and they will only be allowed on Sopris Park.

Steve: specifications of rules: must stake down bounce houses. Professional organizations should be staking it down. Be specific for how to stake it down
From Mountain Fair, the grass in Sopris Park ended up getting very saturated and vehicles had damaged Sopris Park. Took months to repair and required some sod.

Frank: Do event organizers pay a damage deposit for tearing up the lawn.
(All park rentals pay park rental deposits for this situation)

Eric: Size of vehicles: some vendors have food trucks. Looking at vehicle weights (what is appropriate?) The Town is looking at creating a gross weight limit. For large special events that will have permission to bring vehicles into the park we will require that there is a plan to protect the turf with techniques that will include, not driving into the park if the natural weather has saturated the turf, if necessary (i.e.-food truck location) the entry/exit would be protected with sheets of plywood and plywood would be placed under truck wheels where they are parking.

This will be included in our Facility Rental Agreement language for 2020.
TOWN OF CARBONDALE
2019 SPECIAL EVENTS TASK FORCE MEETING #2 MINUTES

WEDNESDAY, December 4, 2019 @ 6:00-7:30 P.M.
CARBONDALE TOWN HALL – ROOM #1

Meeting Minutes

1. Introductions & Roll Call of Task Force Members
   Task Force Members
   ➢ Jeri Alberts, representing Sopris Park neighbors
   ➢ Amy Kimberly, Representing Carbondale Arts
   ➢ Michelle Marlow, Event producer
   ➢ Steve Standiford, Steve’s Guitars & Summer Music
   ➢ Rose Rossello, representing local families and Parks & Recreation Commission
   ➢ Meredith Bullock, representing Sopris Park neighbors

Staff Present: Eric Brendlinger, Parks & Recreation Director
              Jamie Wall, Town Special Event Coordinator

2. Items not on the agenda and public present.
   ➢ Kim Magee- New to Town
   ➢ Roberta McGowan — Sopris Sun
   ➢ Lisa Raleigh, Big Stone Publishing
   ➢ Val Snearly, Roaring Fork Pickleball Association
   ➢ Katie Walker, 5Point Film Festival
   ➢ Scott Haycock, Cowboy Up

3. Approval of Minutes from November 20, 2019 meeting. (Attachment A)

4. Details of a large new events
   ➢ Lisa Raleigh-O2 Event Organizer
   Women’s Outdoor Festival. Three day festival in September (17-20) for all ages and abilities. Women who love the outdoors and want to come together. Session based with speakers throughout the town. Hands on clinics. Thursday – Sunday, Carbondale Recreation Center as a home base, Friday & Saturday have breakout sessions throughout the town. Custom Women’s Film night. Possible women folk musicians at the 4th street plaza area. Thursday afternoon – Sunday morning. Camping/Glamping option at Rodeo Grounds or North Face Park (for about 100 people). Age range 20-60 years old. Low impact demographic. For profit organization. Boxed lunches with a local business or food trucks. About 500 women.

Carbondale Chamber does their business conference on the Wednesday before. Clay Center’s annual fundraiser is scheduled for September 19th as well. Look at other events, see if Angela will change her date. So we don’t have multiple events on one weekend

   ➢ Jamie Wall – May Event Idea. Would need a funding source to pay for an event organizer.
Gravel Bike Race event that begins/ends in Carbondale. Around 300 racers. Prince Creek to Snowmass and back. Memorial Day weekend. Partner with an event promoter to market front range a with experience in the permitting with multi jurisdictions. Partner with Chamber of Commerce and look at the Opportunity Fund from the TCC to partially fund this event. Gravel bike events are become more popular, and during off season it can be beneficial for the community. Gravel and pavement roads.

Jeri – Gateway RV Parks: offer discounts or promote? Possibly lodging for future events
Eric – the RV park is typically 90% full throughout the summer, typically do not offer discounts.

5. Meeting Dates: January 14th 6:00 pm Recommendations presented to Trustees during their regular meeting for approval

6. Review of 2020 Calendar of Events (Attachment B)
Roaring Fork Pickleball Association: four new tournaments at the new pickleball courts
1. May 30th (membership only)
2. June 18-20th (reserve Sunday just in case of rain)
3. August 22-23rd
4. September 12th & 13th (western slope tournament)

Amy: how many people will come?
Val: 100-300 at each tournament. Depends on marketing and who directs tournaments. Coordinating with other Pickleball tournaments around the area. Tournaments won’t be sanctioned yet, since it costs money to have referees and there are not enough certified referees yet. Hoping to get top pro’s to attend. Most tournaments are advertised on pickleballtournaments.com. Capture the market that travels across the country and play tournaments throughout the summer.
Jeri: Gypsum is the closest sanctioned tournaments.

Eric: Still finishing up construction process, hopefully ready by spring. Depending on weather. 12 pickleball courts – able to hold 100+ people for a two day tournament. The venue is not ready for large events with out supplementing some of the infrastructure needs. (port-a-potties/power/ parking)

Possible parking available at various schools (High school, bridges). High School is working to open parking lot to the public.

7. Discuss any changes and process for additions to the approved calendar and schedule
Healing Hoof It: Michelle Marlow wants to move date to April 3rd to be a part of the Spring into Wellness theme. Parade component from 4th street to the recreation center where the Spring into Wellness is taking place in the rec center. No additional street closures. Parade can come down the promenade path.

Katie (5 Point Film Festival) Changing 5Point to begin a day early (Start on Earth Day). This year’s theme will be around Earth Day. Team up with CMC – expanding beyond Carbondale.

Amy (Green is the New Black) Fairy Tales is the theme. Nothing changed

Dandelion Days: Environment Board and Carbondale Arts, supporting Natalie Rae Fuller as the organizer.

Michelle: Family Black Party/Pride Parade: Closing streets in May: 2nd to Weant Blvd request to accommodate the Pride parade. This is a new request and this would mean a large closure in May.
Eric: during Potato Day when the parade is lined up down 2nd street, it blocked neighbors from getting home. Keep that in mind when staging parades on 2nd street and leave a gap between the floats at the allys and side streets.

Scott: Cowboy Up will be August 28th and 6pm-10pm. Applications to be the recipient of the funding raised at this event will be available on Facebook in May. Cowboy up has a committee that interviews the top three applicants. Winner will be the organization that receives the funding from the event. Must be 501C3.

No Man’s Land Film Festival will most likely not happen. Their flagship festival has moved to the front range. They will be involved in some manner in the O2 festival.

Indigenous Peoples Day – October 12th – added to the calendar and includes a ceremony at Nuche Park on Sunday night and a daytime event in Sopris Park on the 2nd Monday in October.

Chamber Business Confluence – remove off of calendar (held at 3rd street center only)

Rose: suggested to add details for parades on street closure signs and Facebook Pages for Town Events. Times and locations.

8. Recommendation for Approval of 2020 Calendar of Special Events

Neighbors: Everything except Festival Las Americas which was still loud. (but it did not break the 90 decible limit. Most of the events have improved over the years.

Miners Park: no parking, limited bathrooms, not the best for a new venue

North Face Park: has the most potential for future events.

The task force felt that the special events calendar provided a balanced use of our special event venues for 2020.
Town of Carbondale Street or Park Special Event Rental Process

I would like to conduct a special event on Town property and I have received permission from the Special Event Task Force

Yes

I would like exclusive use of a street or park space for my event

or

I am a 501 (c) 3 Non-Profit

Event will serve food to public

Yes

Event will sell alcohol to public

Yes

Vendors will sell Merchandise to Public

Yes

Option A

No

Option B

Contact Parks & Recreation Director
ebrenclinger@carbondaleco.net
970-510-1277

No

I am a for-profit event promoter

Event will serve food to public

Yes

Option C

NO

Option D

Vendors will sell Merchandise to Public

Yes

Option D

No

Option C
Town of Carbondale Street or Park Special Event Rental Process

Listed below are the options for special events and the necessary paperwork

<table>
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<tr>
<th>Option Letter</th>
<th>Facility Use Agreement w/TOC P &amp; R Dept.</th>
<th>Special Event Liquor Permit w/TOC Town Clerk</th>
<th>Special Event Liquor Permit w/Garco</th>
<th>Event and Vendor Paperwork Garco Public Health Dept.</th>
<th>Sales Tax License Required w/TOC Finance Department</th>
<th>Proof of Liability Insurance w/ Town listed as additional insured (w/Liquor addendum if alcohol is served)</th>
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Street or Park Space Options

For special events open to the public that utilize a Town of Carbondale Street, Park, Open Space, Indoor Facility or the Rodeo Grounds. Event can be free or have an admission fee. Event can serve alcohol or not. Event can have outside vendors, or not. Event can serve food, or not. Event can have live or amplified music or not. The facility use agreement will specify these details.
Town of Carbondale Sopris Park
Bounce House Rules & Regulations

- No personal bounce houses are allowed for park rentals.
- You must be renting the bounce house from a licensed and insured company. The company would need to send the Town of Carbondale a Certificate of Insurance and the "Town of Carbondale" would need to be listed as additional insured under that policy. Policy needs to be received during business hours prior to event. Send Policy to events@cityofcarbondaleco.net
- All bounce houses must be anchored into the ground by the company, and the stake hole divots need to be replaced upon bounce house retrieval.
- Since power is needed for the blowers, directly to the west of the picnic shade shelter pavilion or directly to the east would be the preferred spot. Please see map and location of power sources.
- The location of the bounce house and the stakes to hold it in place cannot interfere or damage any irrigation lines.
- If irrigation lines are damaged, repair costs are taken out of your damage deposit and you will be liable for additional fees if not covered by the damage deposit amount.
- Vehicles will not be allowed in the park on any of the grass areas. All items to be brought into the park will be hand carried. The commercial company bringing in bounce houses will need to do so using a hand cart or other methods without driving on the grass.
Meeting Date: 1-14-20

TITLE: Aspen to Parachute Complete Census Count (A2PCCC) Update

SUBMITTING DEPARTMENT: Planning Department

ATTACHMENTS: Census PowerPoint

BACKGROUND

The Town of Carbondale joined a regional effort to ensure that there is a complete count during the 2020 Census. The purpose of this presentation is to provide an update to the Board on the efforts to date and let the Board know of upcoming events.

DISCUSSION

The census is a constitutionally required ten-year count of all people living in the US regardless of age or citizenship. There is one census form per household to count the number of people living or staying in your home on April 1, 2020, including renters, seasonal stays, multiple generations, etc. There will be ten questions which include name, sex, age, date of birth, race, relationship to central person in household, phone number, and whether one rents or owns the residence. The census does not ask for social security numbers or other personal identifiers. It does not ask if you are a citizen of the United States.

This is the census timeline:

January 27th – A2PCCC Campaign Kicks Off
Early March – Postcard sent to physical addresses with instructions for participation
March 23rd – Census opens for responses. Online, phone, and mail-in forms
April 1st – Census Date
April – June – Group Quarters count (dorms, nursing homes, etc.)
March 16th - April 27th – 4 reminder letters sent (3rd letter includes questionnaire)
May – Census representatives visit homes of non-respondents
December – Data delivered to the Federal government
The census is important as it is used to determine amount of funding for schools, emergency services, transportation, health and human services including hospitals, insurance, etc. It is also used to create boundaries for voting districts and determining the number representatives in Congress.

Phillip Supino of the City of Aspen was appointed to the State Complete Census Count committee in the fall of 2018. The concept of regional approaches to a complete census count came out of that committee. Aspen and Pitkin County provided seed money to develop a regional approach to Complete Census Count.

Since that time, regional entities have provided the following funding to help in the effort:

- Eagle County $10,000
- Town of Snowmass Village $15,000
- Pitkin County $25,000
- City of Aspen $37,000
- City of Glenwood Springs $15,000
- Aspen Community Foundation $15,000
- Town of Basalt $5,000
- Town of Carbondale $5,000

Other entities have pledged in-kind support.

In the fall of 2019, the A2PCC came to be. The group includes the following entities:

- Aspen Community Foundation
- Valley Settlement
- YouthZone
- Literary Outreach
- English in Action
- Catholic Charities
- Alpine Legal Services
- Garfield County Libraries
- RFTA
- CMC
- RE-1, RE-2, RE-16
- Alpine Bank
- Aspen Chamber Resort Association
- Aspen Skiing Company
- El Montanes
- La Tricolor
- Aspen Daily News/Aspen 82
- Sopris Sun
- Entravision
- KDNK
Aspen Magazine
Eagle County
Pitkin County
All municipalities from Aspen to Parachute

The purpose of A2PCCC is to do a public outreach campaign to reach hard to count populations and the general public. Since that time, the group has created messaging for the following groups:

- General public
- Seniors
- Kids
- Seasonal Workers
- Households with no mailboxes
- Latino/Hispanic population

There will be an advertising campaign which will kick off at the end of January. It will include advertising, a traveling kiosk which will pop up at community events and popular destinations, display tables in various locations, a presence in libraries, social media, editorials, etc.

All materials will be in English and Spanish.

The next main effort will be a training session on January 15, 2020 at 11:00 a.m. at the Third Street Center to provide a PowerPoint to the A2PCCC group and other entities/institutions so people can go out into the community to begin the outreach process. Written materials, the traveling kiosks, and the display tables will be forthcoming in the next few weeks.

FISCAL IMPACTS

A complete census count will ensure that Federal funding for certain services in our region is based on an accurate population count.

RECOMMENDATION

There is no action required by the Board.

Prepared By: Janet Buck, Planning Director

________________
Town Manager
The Aspen to Parachute Complete Count Committee

A cross-sector coalition of leaders from Aspen to Parachute to address the barriers to achieving a complete Census count in the Roaring Fork Valley and Colorado River Valley.

Local Government: Pitkin County, Garfield County, Eagle County, City of Aspen, Town of Snowmass Village, Town of Basalt, Town of Carbondale, City of Glenwood Springs, City of Rifle, Town of New Castle, Town of Silt and Town of Parachute.

The Goal

The goal of the A2PCCC is to increase participation in the 2020 Census. The focus will be on the following hard-to-count populations:

- Young children
- Seniors
- Seasonal Workers
- People without mailboxes
- Latinx
The Strategy

Create a comprehensive public outreach and education campaign to reach all hard to count populations as well as the general public from Aspen to Parachute.

The focus is to develop key messages and delivery mechanisms that:

• Engender trust
• Dispel myths
• Assuage fears
• Explain why the census is important
• Demonstrate that completing the census is easy
These are a number of “general” outreach tactics. Following slides outline specifics for each population.

- Advertising campaign – radio, print (newspapers and RFTA), digital, social media
- Grassroots video campaign
- Inserts in utility bills
- City Market presence
- Table-top displays at municipalities and valley organizations
- Posters at key community locations + libraries
- Social Media – Branded channels (FB/Instagram/YouTube) with relevant content through May 1
- Media/Press – Work with A2PCCC media partners to get editorial coverage.
Census 2020 Timeline

- **January** – A2PCCC Campaign Kicks Off
- **Early March** – Postcard sent to physical addresses with instructions for participation
- **March 23** – Census opens for responses! Online, phone, mail-in forms
- **April 1** – Census Day
- **April - June** – Group quarters count (dorms, nursing homes, etc.)
- **March 16 - April 27th** – 4 reminder letters sent. Third mailing will include paper questionnaire
- **May** – Census representatives visit homes of non-respondents
- **December** – Data delivered to the President of the United States and Congress
Why is the census important?

1. Money - Each person counted in the Census equates to approximately $2,300 annually in federal funds allocated to Colorado for important community services like schools, health services, road improvements, public housing and Veterans programs.

2. Voice in government - Colorado could gain a seat in the House of Representatives with a complete count.

3. Important Decisions - Census data is used by decision makers to plan for community development, services and more.
Key Messages

1. It’s Important – Money, voice in government, decisions
2. It’s Easy – 10 Questions/10 minutes!
3. It’s Safe - 100% Confidential
4. It’s Not Personal - No social security numbers or citizen questions
Why participate in 2020?

It’s Easy – 10 Questions/10 minutes!

The questions include:
• Number of people living or staying in your home on April 1, 2020 (include renters, seasonal stays, multiple generations)*

• Name, sex, age, date of birth, race of each person in the home, their relationship to a central person in the home, a phone number, if you own or rent

*Only ONE census form per household. Counting people where they live and sleep most of the time.
Hard to Count Population
Outreach Tactics
KIDS – 5th Grade and Under

Collaborating with RE-1 to create:
- Coloring sheet (2nd grade and under)
- Word puzzle (3-5th graders)
- Census CREW lesson
- “Count me” stickers

Work with all public schools to distribute material and conduct lesson on Census Day (RE-1, RE-2, Aspen, RE-16)
- Videos - 15-20 second videos to share on social platforms
- Partnerships – Work with local organizations like churches from Basalt to Parachute, Valley Settlement, Alpine Legal Services, libraries etc.
- Libraries - Have info in Spanish, utilize their programs (English classes and kids programs) to distribute information, utilize computer stations
- Events - A mobile computer station to bring to various community events put on by churches and/or local organizations
- Brush Creek/Intercept Lot Carpool Kiosk - Coffee/donuts and info handed out each morning during census week
- Advertising – RFTA, La Montanas, La Tricolor/La Nueva Mix
- City Market - People handing out info at the door
- Speak Series - Latino Chamber, Club Rotano
Senior Citizens

- Produce a large-print information sheet specific for senior needs
- Lunch site tour
  - Utilize a singer/guitarist to visit lunch sites to do a fun musical presentation, talk about census and distribute materials
- Work with health and human services from all counties to spread the word
- Table top display at senior centers
- Posters at libraries
Seasonal Workers

Work directly with Ski Co HR and marketing to promote through:

- Flyers with specific messages
- Table top display in operations offices
- Possible event
- Email messages / internal communications

- ACRA – Educate membership base of business owners – especially lodges/restaurants
- Temp Agencies – Distribute information
- Contractor Licenses – Add info sheet to packet
- Chambers – Utilize chambers from each town/city to reach business owners
No Mailboxes

- Post office box holder mailing
  - Send two mailings to ALL residential PO boxes from Aspen to Parachute
- Posters on community centers/gathering places and bulletin boards
- Collaborate with US Post Office – Post Masters
- Door knocking to homes in areas of low response
Organizational outreach

Educate ALL A2PCCC members that represent local institutions and organizations so they can educate their staff/employees/networks

- **Census 101 basics** – Create a simple PowerPoint and train members on the presentation (Held January 15 in Carbondale)
How YOU can help

1. Complete your 2020 Census
2. Be a Census 2020 Ambassador
   - Encourage your friends, family, neighbors and colleagues to do so as well.
   - Write a letter to the editor about why it is important or why you are participating
   - Volunteer for an Aspen to Parachute Complete Count Committee Event
Thank you for your support!!

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RESOLUTION NO. 3
SERIES OF 2020


WHEREAS, the Town of Carbondale (the “Town”) is a home rule municipal corporation organized under the laws of the State of Colorado; and

WHEREAS, the Town has a regular municipal election scheduled for Tuesday, April 7, 2020, which, pursuant to Section 2-1-20 of the Town of Carbondale Municipal Code, shall be a mail ballot election; and

WHEREAS, Article X, Section 20 of the Colorado State Constitution (“TABOR”) requires that the Town have voter approval for any increase in taxes; and

WHEREAS, TABOR requires the Town to submit ballot issues (as defined in TABOR) to the Town’s electorate on limited election days before action can be taken on such ballot issues; and

WHEREAS, April 7, 2020 is one of the election dates at which ballot issues may be submitted to the electorate of the Town pursuant to TABOR; and

WHEREAS, Section 10-16 of the Town’s Home Rule Charter authorizes the adoption of a municipal tax or increase of a municipal tax by ordinance if such taxes or tax increases satisfy the applicable limitations in the Colorado Constitution, including any requirements for voter approval; and

WHEREAS, by House Bill 1033, the Colorado General Assembly removed various restrictions and penalties on local governments imposing a tax on tobacco products; and

WHEREAS, the Board of Trustees of the Town (“Board of Trustees”) hereby finds that cigarette and tobacco product addiction is a leading cause of preventable death, that people should be deterred from starting the use of cigarettes and tobacco products and encouraged to quit the use of cigarettes and tobacco products, and that taxes on the sale of cigarettes and tobacco products are effective at preventing and reducing cigarette and tobacco product use; and

WHEREAS, the Board of Trustees further determines that it is in the interest of the public health, safety, and welfare of the residents of the Town to submit to the
electorate of the Town the question of authorizing a tax increase on the sale of cigarettes and tobacco products at the regular mail ballot election to be held on April 7, 2020.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF CARBONDALE, COLORADO, THAT:

Section 1 - Form of Ballot Issue. At the election to be held on Tuesday, April 7, 2020, there shall be submitted to the eligible electors of the Town a ballot issue which shall be in substantially the following form:

TOWN OF CARBONDALE
BALLOT ISSUE NO. ___

TAX INCREASE ON THE SALE OF CIGARETTES AND TOBACCO PRODUCTS

SHALL THE TOWN OF CARBONDALE TAXES BE INCREASED BY UP TO $700,000.00 ANNUALLY (WHICH AMOUNT REPRESENTS ESTIMATED REVENUES IN 2021, THE FIRST FULL FISCAL YEAR OF COLLECTION) AND BY WHATSOEVER AMOUNT IS GENERATED THEREAFTER THROUGH THE IMPOSITION OF NEW TAXES TO BE USED FOR PREVENTION, CESSATION, TREATMENT, AND ENFORCEMENT RELATED TO TOBACCO PRODUCT CONSUMPTION, PROMOTION OF MENTAL AND PHYSICAL HEALTH, EDUCATION AND PUBLIC HEALTH PROGRAMS ASSOCIATED WITH TOBACCO PRODUCT CONSUMPTION INCLUDING PREVENTION OF UNDERAGE CONSUMPTION, AND OTHER RELATED TOWN EXPENSES AS FOLLOWS: BEGINNING JULY 1, 2020, THERE SHALL BE A NEW SALES TAX OF TWENTY CENTS PER CIGARETTE OR FOUR DOLLARS PER PACK OF TWENTY CIGARETTES SOLD; BEGINNING JULY 1, 2020, THERE SHALL BE A NEW SALES TAX OF 40 PERCENT ON THE SALES PRICE OF ALL OTHER TOBACCO PRODUCTS; THE TERMS "CIGARETTE" AND "TOBACCO PRODUCT" SHALL HAVE THE SAME MEANINGS AS IN THE TOWN OF CARBONDALE MUNICIPAL CODE; AND THAT THE TOWN MAY COLLECT, RETAIN, AND EXPEND ALL OF THE REVENUES OF SUCH TAXES AND EARNINGS THEREON, NOTWITHSTANDING THE LIMITATION OF ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION OR ANY OTHER LAW?

FOR THE MEASURE: _____ AGAINST THE MEASURE: _____

Section 2 - Setting Ballot Title and Content. For purposes of C.R.S. § 1-11-203.5, this Resolution shall serve to set the title and content of the ballot issue as set forth in Section 1 of this Resolution.

Section 3 - Ballot Results. If a majority of the votes cast on the ballot issue set forth in Section 1 hereof shall be for approval of the ballot measure, the Board of Trustees
shall take the necessary legislative action to amend the Town Municipal Code consistent with the language of the ballot issue, and the authorized tax rate increase shall commence on July 1, 2020.

Section 4. The officers and employees of the Town are hereby authorized and directed to take all actions necessary or appropriate to effectuate the provisions of this Resolution.

DATED this ___ day of January, 2020.

TOWN OF CARBONDALE, COLORADO
a Colorado home rule municipality

______________________________
Dan Richardson, Mayor

ATTEST:

______________________________
Cathy Derby, Town Clerk

14046213_v1
MINUTES
CARBONDALE PLANNING AND ZONING COMMISSION
Thursday November 14, 2019

Commissioners Present:
Michael Durant, Chair
Ken Harrington, Vice-Chair
Nick Miscione
Jeff Davlyn
Jay Engstrom
Nicholas DiFrank (1st Alternate)

Commissioners Absent:
Jade Wimberley
Marina Skiles

Other Persons Present
Riley Soderquist
Jack Schrager
Yancy Nichol
Doug and Julie Pratte
Michael Noda
Daniel Wilde
Terry Kirk, 1011 Main Street
Kristi Close, 20751/2 CR 112

The meeting was called to order at 7:00 p.m. by Michael Durant.

October 10, 2019 Minutes:
Ken made a motion to approve the October 10, 2019 minutes. Nicholas seconded the motion and they were approved unanimously with Jay abstaining.

October 24, 2019 Minutes:
Ken made a motion to approve the October 24, 2019 minutes. Nicholas seconded the motion and they were approved unanimously with Michael, Nicholas, Nick and Ken abstaining.

Resolution 10, Series of 2019 - Condominiumization – 311 Main Street
Jeff made a motion to approve Resolution 10, Series of 2019, approving the Condominiumization at 311 Main Street. Jay seconded the motion and it was approved unanimously with Nick abstaining.
Public Comment – Persons Present Not on the Agenda

There were no persons present to speak on a non-agenda item.

PUBLIC HEARING – Sopris Lofts – Major Site Plan & Conditional Use Permit
Location: 1201 Colorado Avenue
Applicants: 1201 CO Avenue Holdings, LLC

Janet stated that the Planning Commission considered this application at its October 10th meeting. She said at the meeting, the Commission allowed Staff presentation, applicant presentation, and opened the hearing up for public comment. She said that the Commission then provided comments to the applicants and continued the public hearing to tonight.

Janet stated that one item she didn’t discuss at the last meeting was that the application includes a request to amend the ordinance approved by the Board in 2016 when the property was rezoned to Mixed-Use. She said that the ordinance states that the rezoning would revert to PCC if development is not started within one year. She said that the applicant would like to eliminate that section of the ordinance, so it stays Mixed-Use. She said that she agrees with the proposal.

Janet continued by saying included is a summary of the changes in her Staff report. She said she believes that the applicant is going to go through that with their power point so she will leave it to them. She stated that she wanted to point out that Planning, Public Works and the Building Departments have reviewed the plans and overall, it appears that the applicant’s team has been responsive to the concerns and issues brought up.

Nick asked if the site was non-conforming.

Janet said that the site was conforming as well as the proposed project.

Jay asked if Kevin, the Public Works Director, was emailed regarding the 8 foot sidewalk as it didn’t make sense and that it was misleading for pedestrians.

Janet explained that the width of the sidewalk went from ten feet to eight feet, which came from Kevin.

Doug Pratte, from Land Studio, explained that they had redlined the concerns and the site plan displayed has been modified with the following changes requested:

- The handicap access from the parking lot, distance to building is now closer as well as a ramp to the Highway 133 path.
- Pedestrian access to the bus stop, added a connection.
- Added crosswalks at all access points.
- Removed cobble strip near the Highway 133, replaced with grass.
- Removed crushed granite, replaced with loose cobble/mulch.
- Shifted play area location further off the highway.
- Moved trees ten feet from bike trail.
- English Oaks replaced trees.
- Alternative Compliance, planting strip and trail along Colorado Avenue added by splitting the difference.

Michael Noda and Daniel Wilde, architects from neo Studio explained the changes to the building elevations with their PowerPoint presentation.

- The renderings were shown with enhanced landscaping.
- Varying colors and materials, wood added to warm up façade.
- Signage locations.
- Retaining walls added for seating.
- View from the round-about metal siding replaced with wood cedar.
- Brick portion of building shown as the gateway to Carbondale.
- Floor heights were reduced but using alternate structural materials the commercial spaces were not compromised in height.
- Art walls on both SE corners.
- Roof heights changed a bit for varying heights.
- Columns with wrap arounds were added.
- Flexibility with entrances based on tenants, with door at each large window.

Michael Durant said that the redlines in the October 10th Staff report addressing concerns were very helpful.

There was a discussion regarding the seating wall height and materials;

- Self-engineered MES materials OR
- Concrete/mortar for stability over time

**Motion to open the comment portion of the public hearing**

Ken made the motion to open the comment portion of the public hearing. Nicholas seconded the motion and it was approved unanimously.

Terry Kirk, 1011 Main Street said that he is the owner of the Carbondale Plaza shopping center across the street. He said that he has been working with the applicants and that their design is much better than the previous design by Dr. Stein. He said that he thinks that it is a good project.

Kristi Close, 20751/2 CR 112 said that when she was new to the area and that it was hard to find affordable housing. She said that the design was great and the windows are fantastic. She said that the community will benefit and that she supports this project.
Motion to close the comment portion of the public hearing

Nicholas made the motion to close the comment portion of the public hearing. Jeff seconded the motion and it was approved unanimously.

Discussion

- Width of bike trail along Colorado Avenue.
- Designation should not be bike trail, because it is not a trail, call it a sidewalk and make it 5 feet.
- NE corner sidewalk could be a roll off curb to ride smoothly onto Colorado Avenue.
- Property to east has loading zone on Colorado Avenue, room limited for bikes and pedestrians.
- Covered parking facing Main Street and the accumulation of storage could be prevented without any designated parking spots. Management will be able to see if parking is being used for storage.
- Wrap awnings around the corner of the building over commercial doors, but take care to prevent people from jumping from the retaining wall to the awnings. It was agreed that it would not be a condition.
- Add two windows on the north elevation to break up the wall.

Further discussion ensued regarding sidewalk dimensions and material.

It was decided after extensive discussion to match the sidewalks in front of the multi-family units along Main Street, which the applicants agreed with.

Additional Conditions;

#16 – Match the width of the sidewalk in front of the multi-family units and work with the Town and engineering to make sure it meets all Town standards with a landscape buffer between parking and the sidewalk, along Colorado Avenue.

#17 – Add two windows on the north side wall.

#18 – Concrete/masonry retaining wall to be used for seating along the south side.

Motion

Ken made a motion to recommend approval of the Major Site Plan Review, the Conditional Use Permit, Alternative Compliance requests, and the amendment to Ordinance No. 18, Series of 2016 with the recommended 15 conditions and findings in the Staff Report and the additional three conditions. Nick seconded the motion and it was approved unanimously.

Yes: Michael, Ken, Nick, Nicholas, Jay, Jeff
No: none
**Staff Update**

Janet said that we advertised for the P&Z vacancy and that we received one application after the deadline. She said that if P&Z agreed, that we would wait and we will re-advertise after the first of the year.

Janet stated that the Thompson Park Subdivision was approved by the Board of Trustees and that it all went smoothly.

**Commissioner Comments**

The Commission thanked Janet for the chocolates.

**Motion to Adjourn**

A motion was made by Ken to adjourn. Nicholas seconded the motion and the meeting was adjourned at 8:32 p.m.
Hollis Sutherland called the Carbondale Parks & Recreation Commission meeting to order at 7:00 p.m. on November 13, 2019, in the Town Hall meeting room.

ROLL CALL
The following members were present for roll call:

Members:
- Hollis Sutherland, Chair
- Rose Rosello, Vice Chair
- John Williams, Member
- Becky Moller, Member
- Ashley Hejtmanek, Member
- Kathleen Wanatowicz
- Genevieve Villamizar, Member (LATE)

Absent:
- Camy Britt, Alternate
- Eric Brendlinger, Parks & Recreation Director
- Jessi Rochel, Recreation Center & Recreation Programs Manager
- Luis Yllanes, Board of Trustees Liaison
- Kae McDonald, Boards & Commission Clerk

CONSENT AGENDA
Motion Passed: Rose moved to approve the minutes from the October 16, 2019 meeting. John seconded the motion, and it was unanimously approved.

PERSONS PRESENT NOT ON THE AGENDA
There was no one present, not on the agenda, who wished to address the Commission.

THOUGHTS FROM THE CHAIR – HOLLIS SUTHERLAND
As we move into a new year of leadership, I wanted to take a few minutes at the start of this meeting to talk about my vision for the coming year.

First off, I'd like to thank you for entrusting me as the Chair of this Commission. It means a lot to me that you put your faith in me to lead our team. In turn, I thank each and every one of you for being a part of this team. Everyone’s life is full and for you to give of your time, talents, energy and expertise to be on this volunteer committee is a gift to the staff, trustees, citizens and visitors of Carbondale. We have a smart, thoughtful, experienced group of diverse individuals who have come together to do fantastic things for our community. While we may not always agree on priorities, the approach or the process, having these differing viewpoints ensures that we come out with a better ‘product’ than if we were all in the same ‘group think’.

I may be stating the obvious in my various points in these thoughts, but I have found in my previous leadership roles, that when things are left unsaid, it then falls to assumption which is a byproduct of previous experiences, which are individual in nature. So, as Chair, I am stating upfront, what my expectations are for the way we conduct ourselves and how we do business.

My initial challenge to each member of this team, is to elevate your perspective. We all come in with our own passions, preferences and individual biases toward our parks and recreational activities. I ask that each time you enter this meeting room, you check those personal filters at the door and acknowledge that our role is to serve the Town of Carbondale and the diverse interests of our citizens. To look at what is possible and where opportunities lie and what is best in serving the Town, even if that is different from our own interests.

Rose and I have come up with a set of standards we would like to see adopted for our meetings. I am not saying that these have not been in our previous meetings and most likely I’m stating the obvious. But as I mentioned
before, I’m not leaving anything to assumption. Before you is an outline of expectations for how we will conduct business. Let’s just run through them quickly.

- Listen to understand
- Assume value and good intent
- Respect the inherent worth and dignity of every person
- Separate the person from the behavior
- It’s not me vs. you, but us vs. the issues
- Stay open and non-defensive
- Value diverse perspectives
- Create an environment where everyone feels free to speak and guests feel welcome
- Share “air-time” and don’t belabor a topic
- No side bars
- Maintain a sense of humor
- Have fun!

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

**RVR TRIANGLE PARK PLAYGROUND REPLACEMENT DESIGN PRESENTATION**  
Leslie Marcus, a River Valley Ranch-resident, came before the commission to update them on the proposed upgrades Triangle Park. Leslie is a volunteer who has previously served on the RVR HOA Board. She initially wanted to replace a piece of play equipment at Orchard Park, but after meeting with Eric, found out that the Town’s priority was Triangle Park. RJ Spurrier is a current RVR Board Member and was also on the Ross Montessori playground committee. The goals for the park upgrade are:

- To create a safe play experience;
- Meet current code and Federal safety guidelines;
- Expand accessibility play; and
- Create a similar play experience to what is currently at Triangle Park.

We feel this recommendation fits that criteria and it has been approved by the RVR Board. Orchard and Triangle Parks are owned by the Town of Carbondale, but RVR maintains them through their HOA. The proposed work at Triangle Park received unanimous approval from the RVR Board for the proposed renovation budget.

**Questions/Comments:**

**Kathleen**: Does the caboose stay?

Leslie: No. There are two pieces that are recommended to remain, and one them is the “vintage” stagecoach. The plan with that is to bring it up to current code and refurbished. The existing swing set will stay and will also be modified to meet current code; they are planning to add slip pads below the swings. They are also planning on digging out the engineered wood surface and ensure that the height meets the current standards.

**Rose**: I am so excited this is happening! This park is a priority, and I appreciate the work you have put in. Is there a project timeline and budget?

Leslie: The goal is to pour concrete before the ground freezes. Once the concrete is poured, the renovations will be completed with the goal to have the renovations completed sometime between the end of February and the third week in March.

**RJ**: Based on conversations with the playground vendor, the whole project could be completed within six weeks. It is the intent of the RVR General Manager to have the project completed as soon as possible.

**Ashley**: Is there an age-group target, and will it be fenced off until the installation is complete?

Leslie: Yes, it will be fenced. The user capacity is approximately 61, and the targeted age group is 2 to 12.

**Rose**: Will there be ADA-compliant options?
Leslie: There are 24 ADA-accessible pieces in the plan. As part of the work that went into the proposal, we went to the park and observed how the park was being used, as well as asked questions. The swing set and the overhead climbing elements are very popular. We will also be bringing the embankment slide element back.

Genevieve: What were the safety issues with the slide?

Leslie: Primarily the height of the slide and the fall-space below the slide.

RJ: When the slide was initially installed, it met the code at that time. But based on the current code, the slide is out-of-compliance—the step-up and lift surface are too high and there was an insufficient area for the fall surface.

Luis: According to the vendor, what is the life expectancy of the play elements?

Leslie: It is a heavily used park, so between 15 and 20 years.

RJ: The practical life expectancy is 20 to 25 years. Because it is heavily used, we are encouraging the HOA to underestimate slightly, so they can plan for future expenditures.

Kathleen: Would it be possible for someone to give us an update on an annual basis?

RJ: I think a year from now, that would be easy because Leslie and I could do that. The complication is that the RVR HOA Board is comprised of volunteers, so there is some potential that an update could get overlooked. That being said, the RVR Board is very supportive and it was Eric and the role he played that opened the door. The RVR Board wants to be good stewards of the parks, and the key to that is ongoing dialogue with the Town. The RVR Board plans on taking up the topic of Orchard Park next, and we are planning a fundraiser to meet the expenses of that upgrade.

Hollis: Is there any way to have someone be an HOA Liaison?

Eric: It really is project-driven, so I am not sure how that would work?

Hollis: I would like it to stay on our radar, and make the process more official. Can we check?

RJ: As an RVR Board member, I feel like there is a desire to have good communication with the Town. We can take a look at the agenda, and if there is a topic of interest to the P & R commission, we can create a liaison position. We might be able to assign one of the paid staff to the position if it is something the RVR Board wants to sustain. Our goal is to assure the Town of our desire for good communication, and we will be sure to make Eric aware of any changes.

Eric: The Town has a good staff-to-staff relationship with RVR employees.

Ashley: Does the park get inspected regularly?

RJ: The HOA doesn’t have the parks audited every two weeks, but staff does maintenance on the park multiple times every week. We have helped create an increased awareness of safety issues, and will try to install a pad under the swings. Eric has invited RVR to share in the bulk purchase of EWF, so that will help trigger an inspection of the pads, as well. No one is opposed to increased inspection and maintenance, but in the past because of the absence of coordination, the maintenance hasn’t been at the level I would like it to be.

Motion Passed: Ashley moved to support the RVR Triangle Park Playground Replacement proposal. Rose seconded the motion, and it was unanimously approved.

**AQUATIC FACILITY MASTER PLAN**

Eric introduced Jessica Garrow with Design Workshop, and indicated that the Professional Services Contract for the Aquatics Facility Master Plan was approved by the Board of Trustees. He went on to say that the entire proposal was included in the packet, and that this will be an in-depth process. He expressed Jessica said that there had been a slight shift in the timeline, so that the project will be completed in September; that schedule is the one in orange—with the holidays coming up, we just didn’t want to set unrealistic expectations for the process. The initial steps include a Kick-off meeting and pulling together a Steering Committee. There are several pop-up opportunities we would like to capitalize on, such as First Friday—we were planning on February’s, but that may be moved to March.

Questions/Comments:

Becky: April 8th is Bingo; we may be able to have that be a pool-specific fundraiser.
Kathleen: Is the Steering Committee going to be formed at this meeting? The reason I ask is that there are many ways to form the steering committee, and it is a vital part of the process.

Jessica: This is not the meeting to talk about the Steering Committee. We want to have input from a wide cross-section of users—there are many interested groups. We want to give a little thought into the timeline and how to approach specific groups and individuals for the steering committee.

Luis: How many events will there be for community engagement?

Jessica: We are planning to launch a survey in both English and Spanish, an Open House that targets the entire community, and a Design Charrette. Our goal is to have enough public engagement that we have input from the community, but not so much that it becomes overwhelming.

Rose: I would rather aim for the March 1st Friday.

Margaret: The pool will be ready May 1st, if we wanted to have one of the events there.

Jessica: It would be great to exhibit the Design Charrette at the pool!

Kathleen: I just wanted to say that while reviewing the RFP’s, I was very impressed with all of the responses. I am so excited—this is a monumental day! I would like to write a press release—I will circulate it amongst the commission members before publishing.

Eric: I can also put it in the weekly Friday report.

Ashley: What is the Commission’s role in this process?

Jessica: My recommendation is to have at least one or two members of the commission as part of the steering committee. I would also like to have a work session at the beginning and near the end of the process, and I am planning on presenting frequent updates. The project team wants to respond to what the commission wants and/or needs in terms of information.

Ashley: The Commission is interested in the opportunities and different milestones to engage. Please call on the Commission if you need any volunteers.

Becky: Are there alternate places proposed for the pool’s location?

Eric: We aren’t taking that topic off the table, and part of the Master Plan will be to see what is available. We wanted that to be part of the process and have solid reasoning to move the pool if that is the case.

Jessica: It will be part of the scope, but please keep in mind that this is a high-level analysis and changing the pool’s location would require a much deeper dive than intended with this plan. If all of the information points to a different location, the team will come back to the Commission with specific options.

**MEM PROJECT: NATURE PARK**

Eric brought Genevieve’s proposed Master’s in Environmental Management (MEM) proposal for the Nature Park back to the Commission. He pointed out that there is a revised Sponsor Letter of Support that is the product of a meeting between Jay Harrington, Hollis, Genevieve, and Eric. He also highlighted the fact that it was a Management Plan process rather than a Master Plan, and that he was hoping for some feedback from the Commission members. He wanted them to look at the Environmental Management Plan as a Scope of Work, and that the anticipated outcomes and deliverables missing in the original document have now been satisfied in the project objectives and timelines outlined in the current document. He went on to say that there have been a lot of changes to the original document, and they are very close to a detailed project that satisfies both Genevieve’s program requirements and the Town’s requirements for a management plan for that property. Eric wanted to highlight the anticipated outcome, deliverables, and timeline in the current document:

- Park history compiled and summarized;
- Data documentation to include stakeholder input and survey results;
- Production of an Integrated Environmental Management Plan for the park using holistic regenerative acreage management and maintenance techniques;
- Envisioning conducted by TOC staff, the Parks & Recreation Commission, and steering committee members to
include a synthesis of the data summary report and recommendations for next steps.

Hollis added that one of her big questions was the role of the P & R Commission in this process. Jay pointed out that they have used graduate students for other studies including the layout of the Third Street Center and the original wetlands/soil studies at the Nature Park. Where the Commission can really add some value to this is the formation of the stakeholders list and participation on the steering committee. Genevieve already has a long list of potential stakeholders.

Genevieve reiterated the importance of reading through the proposal. She encouraged input on the stakeholders list for those user groups that she may have missed. The survey questions will come out of meetings with the stakeholders and will be approved by the P & R Commission. She will then compile the data, and the Commission will be included in the envisioning process, as well. The ultimate goal of this project is to develop a long-term strategy to take care of the park.

Questions/Comments:
Becky: I don’t want to see more kids at the park. How is the stewardship program going to work? The Nature Park is primarily a dog park and I would prefer to see no contemplation of changes in the park usage.

Hollis: I think we are getting ahead of ourselves. We have the opportunity to identify what uses are adopted, as well as to request edits in the management plan. The commission is part of the process and the first objective states that it is a passive park.

Eric: The stewardship is a great asset to help kids learn the value of public lands. We have worked closely with Roaring Fork Outdoor Volunteers (RFOV) on numerous projects in our parks over the years. It is well-supervised and very organized, and we provide invaluable education on why and how our parks are managed. It would provide a great opportunity for education, and could take place in any of our parks. It also provides a level of sustainability for our park maintenance.

Becky: So, are you saying you will be using RFOV?

Eric: No, that is a model that we can use as part of this project.

Genevieve: This is going to be an envisioning process, with the goal of reassessing how the community feels about the Nature Park at this time. I am still feeling some pushback around children in this plan, and children stand to benefit the most by being exposed and in having a relationship to nature. In my project report, I reviewed all of the parks in Carbondale, and broke it down into which parks cater to children with engineered equipment—originally when I wrote the report, I was looking at the parks in terms of close-ended play versus open-ended play. Then I looked at each park in terms of whether it was a natural park versus a groomed park, following up with the criteria of access to the natural parks. Out of the five or six parks that have genuine nature in them, the Nature Park was the only one that kids have easy access to, and it is alarming to me to hear someone say that kids shouldn’t be at the park.

Ashley: I am okay with the proposal as written. I still feel like there is some ambiguity and that there are potential tangents that this project could take, but I believe in the process and the review points. One of the benefits to this Commission is that we don’t have a management plan for this park, and as you do your research it will help educate all of us on how the park evolved into what it is today.

Becky: I still feel like the end product is ambiguous, and the goals of the project are not clearly defined. I want to make sure we are very clear in what we are approving; and that is where my trepidation come from.

Eric: That is why there are these involvement pieces—to help clarify the direction of the project. Once the data is put together, it ends up back at the Commission and is up to the Commission to control. There is some valuable information that can be gained from this project, and it will be helpful in giving direction to the sustainability of the park.

There was continued dissension surrounding certain aspects of the project, but there was sufficient support from the Commissioners for Eric to sign the Sponsor Letter and bring it before the BOT.

**RECREATION CENTER PASS DONATIONS AND FACILITY RENTAL FEE WAIVERS**

Eric wanted to update the Commission on the issue of a written policy for recreation center pass donations and facility rental fee waivers. He met with the Town of Carbondale’s legal counsel, and they advised Eric to review each request on a case-by-case basis according to the guidelines that have previously been put in place. Specifically, groups that are requesting donations or fee waivers need to be a non-profit organization, be a local organization, and match the mission of the recreation and community center. He reminded the commission that there are a lot of steps to obtain a facility rental fee waiver.
Eric introduced a naming request for the Miners' Park Playground. The Mount Sopris Rotary Club provided funding to cover the gap in funding for the upgrades to the Miners' Park Playground. The rotary club has requested that in recognition of their financial assistance, they would like the playground to be named the “Mt. Sopris Rotary Club Playground.” This will begin the 45-day comment period, with an announcement advertised in the paper and signs posted at the playground. Eric will compile the comments received for the January meeting.

Questions/Comments:
Genevieve: Is this a request to just name the playground?
Eric: Yes, just the playground. A sign will be posted at the playground with the name.

John: How much was the funding gap?
Eric: $10,770.

Ashley: What happens if the equipment needs to be replaced in 20 years?
Eric: At that point, whoever subsidizes the project could choose to request a name change. They would have to comply with the re-naming rules and regulations.

Motion Passed: John moved to begin the 45-day comment period and advertise the request for the playground at Miners’ Park to be named the “Mt. Sopris Rotary Club Playground.” Rose seconded the motion, and it was unanimously approved.

REPORT & UPDATES: STAFF AND COMMISSION MEMBERS
Eric Brendlinger, Parks & Recreation Director:
Met with Hollis and the outcome of the meeting included a request to develop a 30/60/90-day Staff Work Plan and a Master Calendar. These two items will then help inform the monthly commission meeting agenda.

Outstanding Project Status Report (it is the last page of the packet):
- To date, the Parks & Recreation Department is at 92% of the budget;
- Red Hill signage is in production;
- RVR Triangle Park playground equipment;
- Doggie Pots are in the budget as part of Park Maintenance;
- Working on weed management at RVR parks. Will focus on integrating the newly approved weed management plan on town-owned property before expanding to other park locations;
- Will plan the layout of Nuche Park this year before taking to the RVR HOA Board;
- Updating the contact list for the back of the recreation center brochure;
- Updating the Master Plan chart;
- Curtains in women’s restroom at Gianinetti Park;
- Sopris Park Playground equipment painting is weather dependent;
- Concrete at the Pickleball Courts has been poured and will cure through the winter. Contractor’s will re-mobilize in the spring to complete the work.
- Electrical upgrades at the Gateway RV Park are in progress. It will take three years to complete;
- Electrical upgrades at the Gus Darien Arena are also in progress;
- The Aquatic Facility Master Plan will be underway shortly;
- Will put together a plan to address weeds at the North Face park for spring.

Jessi Rochel, Recreation Center and Recreation Programs Manager
- The updated contact list is nearly finished;
- The Turkey Trot is coming up on Thanksgiving Day (November 28th), please contact Margaret if you would like to volunteer (6:30 to 9:30 AM) or plan on participating!
- We sent 100 pounds of candy from the Halloween Buy Back to Operation Gratitude;
- We have two new fitness classes—Hard Core and Body Pump—and Summit Amped will be from 7 to 8 AM on Tuesday and Thursday through the winter.
Luis (Board of Trustees Representative):
  • If commission members are interested, there is a meal train sign-up for Tracy;

Rose (Parks & Recreation Commission Vice-Chair):
  • The Miners’ Park playground improvements are nice. One suggestion would be for some sort of shade structure near the playground.

ADJOURNMENT
The November 13, 2019, regular meeting adjourned at 9:10 pm. The next regularly scheduled meeting is set for December 11, 2019, at 7:00 pm.

Respectfully submitted,
Kae McDonald
CALL TO ORDER
Matt Gworek called the meeting to order at 6:00 pm on November 4, 2019 in Room 1 at Town Hall.

ROLL CALL
The following members were present for roll call:

BPTC Members: Matt Gworek, Chairperson
Niki Delson, Member
Darren Broome, Member
Laurie Loeb, Member
Meg Plumb, Member
Michael Gorman, Member

Town Staff Present: Kevin Schorzman, Staff Liaison
Kae McDonald, Boards and Commissions Clerk

Guests: Beth Griser, Guest
Holly Buell, Guest

CONSENT AGENDA
Motion Passed: Laurie moved to approve the Bike, Pedestrian, and Trail Commission meeting minutes from September 30, 2019. Meg seconded the motion, and it was unanimously approved.

PERSONS PRESENT NOT ON THE AGENDA
Holly Buell was in attendance to reiterate her desire to have the Carbondale Police Department enforce the speed limit and the truck weight limit along 8th Street. She explained that she had been in contact with the police department about the excessive speed of vehicles, and that she saw a police cruiser parked along 8th Street flashing its lights at motorists, but after awhile it left without stopping anyone. She is very frustrated with the situation and really wants to see action on the part of the police department. She also wanted to know if there was a way to find out how many traffic stops occur on 8th Street.

Questions/Comments:
Kevin suggested that for a nominal fee, Holly could submit an open records request to obtain the information she is seeking.
Matt relayed the same frustration with speeding vehicles along Sopris Avenue.
Darren suggested that given the small force that comprises the Carbondale Police Department, the flashing lights is a passive way to heighten the motorists awareness that they may be speeding and doesn’t involve the large amount of paperwork that a traffic stop might incur. He did agree, however, that there is no accountability if there is no follow-through with an actual ticket.

Meg appreciated Holly’s comments and felt like it was a call to action. She would like to have a representative of the Police Department at the next BPTC meeting to open a dialogue about this issue.

Niki would like the Board of Trustees to make a statement that the town considers enforcement a priority.

Beth Griser was also in attendance and relayed many of the same concerns that Holly had concerning 8th Street. She feels like the traffic has increased incrementally over the last two years, with motorists using 8th Street as an alternative to Highway 133. Her concern is that many of the motorists may not realize that they are driving through a neighborhood, and there is a certain amount of rude behavior on the part of drivers when she signals them to slow down.

Questions/Comments:
Laurie asked about the progress on Industry Way being built through to 8th Street? Kevin replied that it is being driven by the development of the area. The Town is waiting for the RFTA property to be developed and they still have to work out the engineering to connect it to 8th Street. The Town is making progress, however, by acquiring easements and purchasing property. It will be a large capital improvement project.

Matt asked if there will be coordination between plans for Industry Way and the 8th Street planning project. He also asked how the proposal to use money in the budget for that planning project has been received, and where the budget approval process is.

Kevin replied that the Board of Trustees is supportive and appreciates all the work that the BPTC is doing. The final budget will be approved at the BOT’s first meeting in December.

Meg asked if there has been any traffic counter data collection along 8th Street. Kevin indicated that there was one area they wanted to put a traffic counter this year, but it was torn up most of the year for a construction project, so it was not a good time.

Holly added that there is some traffic counter data on Cowen Drive.

SENDING DARRYL’S LETTER REGARDING DANGEROUS INTERSECTIONS ON 133 TO CDOT
Niki introduced the topic of sending Darryl Fuller’s letter to CDOT with some history about how it came about. In the early stages of CAFCI, they were primarily looking at mobility issues, and had a person come forward with an ADA certified disability. In order for that person to access RFTA, they had to cross Highway 133 at the intersection of Village Road and Highway 133. At that time the audible sound and crossing time was very short, and at times the traffic/noise was so intense this person was terrified of crossing this intersection. CAFCI advocated for her, and
CDOT indicated that if there was an ADA certified disabled person, they would send someone to check out the crossing signalization. In advance of this meeting, which was scheduled for 3:30 pm so the CDOT representative could see and hear the full impact of the traffic and noise, Niki called Darryl Fuller because they had previously had conversations about the dangerous intersections on Highway 133. These issues had also been discussed at BPTC meetings, and with Darryl’s lengthy tenure on the commission as well as his experience leading school groups on bike rides along this route, they felt like he could summarize this information in a letter. CAFCI was successful in convincing CDOT to lengthen the crossing time and raise the volume of the audible signal, and also gave the letter Darryl had written to him. Subsequent to this interaction, Niki went to an AARP meeting and met another CDOT representative who suggested the letter would have greater impact if it came from the Board of Trustees.

Questions/Comments:
Matt was supportive of the letter being sent to CDOT and that it was important that it was on Town letterhead.
Kevin suggested that it would be most appropriate that the BPTC recommends to the BOT that Darryl’s letter be forwarded to CDOT with a cover letter from the BOT. Meg asked if the letter should be amended somehow since Darryl is no longer on the BPTC, but she emphasized that it was important to ensure that the connection to the commission is retained.

*Motion Passed:* Meg moved that Town staff draft a cover letter that represents the BPTC’s history and motivation to accompany a recommendation to the BOT that Darryl’s letter be sent to CDOT. Darren seconded the motion, and it was unanimously approved.

**AARP PRESENTATION TO TOWN ON NOVEMBER 21**
In June, the national AARP accepted Carbondale as a member of the AARP Network of Age-Friendly Communities. The designation is aspirational, and is essentially a signal that the town government acknowledges the 8 domains of livability affect every generation. On November 21st, CAFCI is hosting a community assembly and Carbondale will receive the official membership from AARP at that time. There will be 20 resource tables at this event, and Niki has reserved one for the BPTC, if there is interest and commission members willing to set up and man the table during the event. All of the commission members agreed this would be a good activity to participate in, and it would help reach out to the community, as well. Kevin said he could get a banner made for the table. Matt volunteered to be there for the event and invited any other interested commission members to let him know what time they could be there.

**ENFORCEMENT OF BIKE AND AUTOMOBILE RULES AND LAWS IN CARBONDALE**

**REVIEW THE BPTC’S MISSION AND DISCUSS MEMBER OBJECTIVES:**
“WHAT DO YOU WANT YOUR LEGACY TO BE?”
HOW SHOULD WE WORK WITH THE TRUSTEES AND THE COMMUNITY IN ORDER TO ACCOMPLISH OUR GOALS?

Matt introduced the above three topics as items for discussion because they go together, and will help the BPTC put a system into place to affect change in the community. He went on to explain that the issue of rule enforcement for both cars and bikes also involves an educational component, and it is important to work to with other groups to increase awareness. He used the Glenwood Springs’ “Take A Minute” campaign to highlight an example of a citizen group that took on the educational component of reducing vehicular speed through Glenwood. Matt would really like to find other like-minded residents of Carbondale that might be able to rally around the issues that the BPTC is grappling with.

Darren reiterated his desire to have a periodic meeting with the Police Department to address concerns. He suggested an annual meeting with a follow-up memo of current concerns submitted to the Board of Trustees.

Meg suggested identifying three to five topics of concern to focus on--she felt like this would be key to a productive discussion while highlighting the BPTC’s biggest concerns and exploring whether there is possibility for a change in tactics by the CPD. She listed three topics that she had and would like to obtain more information. These included 1) What laws can and does the CPD enforce, and how that meshes with their daily operations; 2) It is the duty of the BPTC to pass on citizens’ concerns and that is the commission’s action, but she isn’t sure that change will happen even if these concerns are expressed; and 3) a multi-pronged approach is essential to affecting change.

Laurie felt like it was not unreasonable to go to the BOT and ask for a directive to the CPD for the enforcement of rules and regulations as currently outlined in order to have safe streets and safe sidewalks.

Kevin suggested that it might be a better tactic to have an initial discussion with the Police Chief so that the CPD and BPTC can decide on a unified message before going to the BOT.

Meg highlighted that past discussions with the CPD have revealed that their priority is education about pertinent rules and regulations and having the police force be a visible part of the community. She felt like it would be more respectful of their mission to have a discussion with the CPD rather than requesting a directive from the BOT.

Matt pointed out that it would most likely be a nuanced discussion because the police department has to weigh priorities against the size of the force and their budget. He felt like a meeting with the police chief would be the best avenue to gaining the information needed to help the BPTC understand the situation; and to Kevin’s point, it might be helpful if a sub-committee of the BPTC initially met with the police chief.
Darren disagreed, suggesting it would be better to just have it on a meeting agenda.

Niki commented that building relationships with all involved—whatever department or position—will make that kind of a meeting go better, rather than inviting them to a meeting and then giving them a stack of complaints that have come to the attention of this commission. She posited that one of the reasons the BPTC is hearing from people like Holly is that there are real issues on 8th Street right now, but that there are likely issues in other parts of town that the commission is not aware of. She felt like there is a connection to the general public that is missing, and that part of the problem is that the public doesn’t know how to contact the commission. She suggested writing a letter to the editor to solicit information about problem areas and detailing how to contact the commission.

Matt asked if the commission members would like have one of the upcoming meetings be a public forum specifically for people to bring issues to their attention.

Laurie thought it would be a good idea, especially because the commission would then have specific line items to bring to the BOT and CPD’s attention. She also suggested that the meeting with the CPD be held in late fall or winter, so any action plans could be implemented in the spring.

Meg pointed out the public outreach is really about going to the people to get the feedback. She suggested having a year-long campaign and identify four events over the next twelve months that commission members attended and went with the same questions, map of the town, etc. Next year could be set aside as information-gathering and that would help the commission set goals for the future. She pointed out that there is already a lot that the commission needs to address, and that it is hard to imagine asking for more, but the whole point is to improve the community and there may other people out there with ideas.

Michael agreed that that would have a lot of value, as well as a meeting with the CPD, and that it all goes back to what Matt opened this conversation with.

Matt reiterated that it would be nice to be more visible, and to be more visible with a mission. He went on to say that feedback would be helpful, and it might help form more partnerships so that the commission is more connected to other decisions being made.

Darren highlighted the fact that action can take a lot of time—both on the part of volunteers such as the commission, as well as taking the issues and figuring out a way to facilitate a resolution.

Matt brought up the Complete Streets concept, and he felt that promoting this concept would be a worthy goal. He also stated that he would like to see the Planning and Zoning Commission incorporate those concepts into any review they
completed before it comes to the BPTC for consideration. He will send out the ten-point list that comprises the Complete Streets concept.

There was a brief discussion between several commission members about cyclists riding on the sidewalk and whether that violated town or state ordinances. Matt suggested that the topic be included on December’s agenda. Laurie stated that she thought that there might be enough conflicts between pedestrians and cyclists using sidewalks that an ordinance may need to be drawn up. Darren replied that it would be too difficult to enforce, and that you can’t create an ordinance for common sense.

ADJOURNMENT

The November 4, 2019, regular meeting adjourned at 7:40 p.m. The next regular meeting is scheduled for December 2, 2019 at 6:00 pm.

Respectfully submitted,
Kae McDonald
MINUTES
BIKE, PEDESTRIAN, AND TRAILS COMMISSION
December 2, 2019

CALL TO ORDER
Matt Gworek called the meeting to order at 6:05 pm on December 2, 2019 in Room 1 at Town Hall.

ROLL CALL
The following members were present for roll call:

BPTC Members: Matt Gworek, Chairperson
Niki Delson, Member
Laurie Loeb, Member
Meg Plumb, Member
Michael Gorman, Member

Town Staff Present: Kevin Schorzman, Staff Liaison
Ben Bohmfalk, Trustee Liaison

Guests: None

CONSENT AGENDA
Motion Passed: Niki moved to approve the Bike, Pedestrian, and Trail Commission meeting minutes from November 4, 2019, with corrections to the spelling of Niki’s name and the intersection where CDOT changed the audible signal timing. Laurie seconded the motion, and it was unanimously approved.

PERSONS PRESENT NOT ON THE AGENDA
There were no persons present, not on the agenda, who wished to address the Commission.

RECAP OF CDOT LETTER
Matt asked Kevin to give a recap of the letter to CDOT related to safety concerns along Highway 133.

Kevin discussed why the letter would go to Andrew Knapp, reviewed the contents, and explained that it would be on the BOT agenda for approval on December 10, 2019.
Niki asked about the Access Control Plan (ACP) and Kevin explained that it was a plan approved by CDOT and the Town around 2013, that outlined the ultimate configuration of all of the intersections and entrances to Highway 133 inside the town limits. There are certain triggers at all intersections and entrances that will require changes and for some, closure, as certain agreed upon criteria are met.

Matt shared that Kevin will review the ACP with the Commission at a future meeting.

It was also requested that the December 10, 2019, BOT Agenda be sent to the Commission so that they knew about what time the letter will be discussed.

**UPDATE FROM KEVIN ON RECOMMENDATION TO TRUSTEES FOR SPENDING $90,000 ON 8TH STREET IN 2020 AND THE CAPITAL PLAN**

Kevin discussed the $90,000 included in the draft budget for a study of the 8th Street as well as the $250,000 that was included in the Capital Improvement Plan that was discussed with the BOT in November. He indicated that there was support for the project and that he expected it to be approved with the budget on December 10, 2019.

Ben agreed that the project was likely to be approved with the budget on December 10, 2019, and shared that the BOT has confidence in the Commission's recommendation.

Kevin also shared that he had been in contact with a surveyor who was going to get him a price to survey 8th Street in the near future. The right-of-way survey will be complete so that the chosen consultant will have that information to start their work.

**8TH STREET RFP PROCESS**

A copy of the draft RFP was included in the packet.

Kevin discussed the process and indicated that, assuming that the BOT approves the budget with this item still included, he would like to send out the RFP on December 11, 2019.

Both Niki and Matt reinforced the need to have bilingual outreach during the process. This item is included in #3 of the Required Content of Proposal Section of the RFP.

Kevin further discussed the process and indicated that once the proposals have been received, a group that includes staff and Commission members would review the proposals, select the preferred proposal and recommend that the BOT enter into a contract with the preferred company for the work. He indicated that this would likely be on the BOT agenda for approval at the first meeting in February, 2020.
Discussion ensued on the appropriate submittal deadline and the Commission decided that January 20, 2020, was an appropriate submittal deadline.

Matt requested that a paragraph be added to the RFP describing the priority corridor system and including the Commission’s definition of a multi-modal corridor.

Meg suggested that the RFP include a deadline for when the Town wants the process complete so that potential construction of minor improvements could still occur in 2020. After discussion, it was decided that July 1, 2020, should be the completion date.

The Commission discussed the appropriate extents of the project. Kevin had included the section from the Rio Grande Trail north to Village Road. After discussion, it was decided that the entire section from Main Street to Village Road would be included.

Other suggested additions to the RFP included language about taking into account existing plans and documents that may impact the 8th Street corridor in the future.

There was some discussion of how many Commission members would be involved in the review of the proposals. Kevin suggested a maximum of three members as the first review of the proposals should not occur at a public meeting and if there was a quorum involved in the review process, it would have to be noticed and operated as a public meeting. The Commission will decide what members will be involved in the review process at their January 6, 2020, meeting.

**POTENTIAL EVENTS FOR PUBLIC OUTREACH IN 2020**

This item was tabled for a future meeting.

**OUR GOALS AND DECIDING WHERE TO APPLY OUR EFFORTS**

Matt introduced the topic by discussing how to prioritize and act on public input.

Niki discussed the 8 Domains of Livability and how they are all interconnected and touched on the mission of the Commission.

Laurie and Matt noted that a lot of comments related to ice on sidewalks were received at the AARP/CAFCI event at the Third Street Center in November. Discussion on this topic involved enforcement, but also resources available for those who need help shoveling sidewalks to comply with the Town Code. Niki indicated that CAFCI has started a list of people willing to provide shoveling services, for a cost, and that the list is available on the CAFCI website. She stressed that CAFCI only compiled the list of people willing to provide the services, they did not vet them.

Matt indicated that he would write a letter to the Sopris Sun discussing the rules, available resources and importance of snow and ice removal.
OTHER ITEMS
Kevin asked the Commission if they would like to review the preliminary kiosk design for the Red Hill Trail System at the next meeting. They indicated that they would like a short presentation. Kevin will coordinate with Eric Brendlinger.

Public Outreach for 2020 will be discussed at the next meeting. Laurie indicated that she would like a calendar of events for 2020 for that discussion.

Matt reminded the Commission about the Bike Friendly Communities scorecard that was received with the last award. Since there are new members, the scorecard will be re-sent to the Commission.

ADJOURNMENT
The December 2, 2019, regular meeting adjourned at 7:40 p.m. The next regular meeting is scheduled for January 6, 2020, at 6:00 pm.

Respectfully submitted,
Kevin Schorzman
MINUTES
TREE BOARD
September 26, 2019

CALL TO ORDER
Dan Bullock called the meeting to order at 6:00 pm on June 20, 2019 in the Town Hall meeting room.

ROLL CALL
The following members were present for roll call:

Members Present: Dan Bullock, Co-Chairperson  
Gabe Riley, Member  
JoAnn Teeple, Member  
Sarah Kemme, Member  
Kim Bock, Member

Town Staff Present: Mike Callas, Town Liaison  
Marty Silverstein, Board of Trustees Representative  
Kae McDonald, Boards and Commissions Clerk

Guests & Observers: None Present

CONSENT AGENDA
Motion Passed: Dan moved to approve the June 2019 Tree Board minutes. Kim seconded the motion, and it was unanimously approved.

PERSONS PRESENT NOT ON THE AGENDA
There were no persons present, not on the agenda, to address the Board.

REPLACEMENT TREES FOR MAIN STREET—ASSIGN TASKS
Mike specifically wanted to address whether the tree in front of Main Street Liquors should be replaced at this time. The tree was heavily damaged and has been removed. If the tree is to be replaced, Mike would prefer to see a columnar species because it will lead to fewer pedestrian and/or vehicle conflicts; possibly an Oak similar to that in front of Backbone Media on 4th and Colorado. In light of a possible redesign of Main Street, Dan suggested that the tree not be replaced at the current time. Mike commented that subgrade work could be done so a tree could be installed later. Gabe said that in reference to the larger discussion about the redesign of Main Street, it made more sense to wait until there was a comprehensive plan, but that the group should move quickly on that plan. Kim agreed with Gabe and suggested that a walk down Main Street would be helpful. Sarah concurred that it would be better to wait.

Motion Passed: Dan moved to wait to install a new tree in front of Main Street Liquors until a comprehensive plan for the treescape along Main Street was completed. Gabe seconded the motion, and it was unanimously approved.

Dan listed the tasks that he had for the Main Street Redesign:
  Concepts: Gabe and Kim  
  Grants: Lisa and Sarah  
  Contacts: Joanne and Dan

SOPRIS LOFTS SITE PLAN REVIEW
Mike present the Sopris Lofts Site Plan for review; Sopris Lofts is located at the southeast corner of Main Street and Highway 133 where RFTA currently leases a Park-N-Ride. Mike listed several specific concerns with the current design including the placement of two Maple trees nearest the intersection of Main Street and Highway 133, the amount of space allotted for the Honey Locusts
along Highway 133, and the proposed use of crusher finds and 3-5” cobbles between the current sidewalk and Highway 133 and under some of the trees. Joann also brought up the point that she would like to see better maintenance of the area around the bus-stop bike racks and additional access to the bus stop. After some discussion Dan listed seven recommendations for the Sopris Lofts Site Plan including:

- Move the two Honey Locusts away from Highway 133 so they don’t impinge upon the sidewalk;
- Remove the two Honey Locusts in the four-foot planting strip in favor of a hedgerow;
- Substitute a columnar-type tree for the two Maples at the intersection of Main Street and Highway 133;
- Eliminate the proposed cobbles strip between the sidewalk and Highway 133 in favor of maintaining the turf that is currently in place;
- Eliminate the proposed crusher finds in favor of a mulch that will decompose and ultimately benefit the trees;
- Refine the proposed tree selection;
- Redesign the bus-stop bike rack to reduce the number of plants in the immediate area and increase public access between the bus-stop and parking lot.

Motion Passed: Kim moved to recommend the above-listed seven points to the Planning Department for their review of the Sopris Lofts Site Plan. Joann seconded the motion, and it was unanimously approved.

PROPOSED AMENDMENT TO THE RIPARIAN AND HILLSIDE PROTECTION ZONE
Mike introduced a proposed amendment to Section 12 in the Riparian and Hillside Protection Zone for Crystal Acres Subdivision Lots 18 through 31 along Oak Run Drive and the Town of Carbondale. This proposed amendment is requesting a waiver to allow the construction of timbered stairs with simple handrails through the riparian and hillside protection zone for access by private landowners. Currently, the PUD guidelines stipulate that primitive paths are the only type allowed in the riparian zone (defined at five feet above the 100-year floodplain). Dan asked if there were any mechanisms written into the amendments that would prevent the public from using the stairs. Joanne was not in favor of the proposed amendment because of the potential for accelerated erosion along the hillslope, the potential for the introduction of weeds, and the potential compromises to the biodiversity by increased activity in the zone. Gabe did not feel like the amendment would translate into a win-win situation for Town property.

Motion Passed: Kim moved to recommend denial of the proposed Amendment to the Riparian and Hillside Protection Zone for Lots 18 through 31 along Oak Run Drive in the Crystal Acres Subdivision as currently written. Gabe seconded the motion, and it was unanimously approved.

ADJOURNMENT
The September 26, 2019, regular meeting adjourned at 7:10 p.m. The next regular meeting is scheduled on October 17, 2019 at 6:00 pm.

Respectfully submitted,
Kae McDonald
MINUTES
CARBONDALE PARKS & RECREATION COMMISSION
December 11, 2019

Hollis Sutherland called the Carbondale Parks & Recreation Commission meeting to order at 7:00 p.m. on December 11, 2019, in the Town Hall meeting room.

ROLL CALL
The following members were present for roll call:

Members: Hollis Sutherland, Chair  
John Williams, Member  
Ashley Hejtmanek, Member  
Kathleen Wanatowicz  
Genevieve Villamizar, Member (LATE)

Absent: Camy Britt, Alternate  
Rose Rosello, Vice Chair  
Becky Moller, Member  
Tracy Wilson, Member

Town Staff Present: Eric Brendlinger, Parks & Recreation Director  
Jessi Rochel, Recreation Center & Recreation Programs Manager  
Kae McDonald, Boards & Commission Clerk

CONSENT AGENDA
Motion Passed: Rose moved to approve the minutes from the October 16, 2019 meeting. John seconded the motion, and it was unanimously approved.

ITEMS FROM CITIZENS PRESENT NOT ON THE AGENDA
There was no one present, not on the agenda, who wished to address the Commission.

AQUATIC FACILITY MASTER PLAN: NEXT STEPS
Eric presented an update on the Aquatic Facility Master Plan to the Commission. He participated in the kick-off meeting conference call, and there is an updated schedule in the meeting packet. During the kick-off meeting, there was a discussion on the composition of the work group and five categories were defined including:

1) Latin X Community
2) Roaring Fork High School/Carbondale Schools Representative;
3) Specific Aquatic User Groups;
4) Carbondale Families Representative;
5) Carbondale Arts (this category was somewhat questionable, but there is a Carbondale Arts Board Member with specific swimming experience that was interested in representing them as both a work group member, as well as a possible stakeholder due to possible impacts to Sopris Park/Mountain Fair).

Eric asked if there were suggestions for other work group categories, as well as people who might fill the above-mentioned categories. Kathleen suggested a Finance and Feasibility category, and asked about TOC staff interactions with the process. Eric said that he will be serving as the point of contact with Design Workshop, and Margaret will be providing pertinent information on the programming side. Kathleen also suggested that a specific web page be dedicated to the Master Plan, to which Eric and Jessi indicated that they could facilitate that under the Aquatics tab on the CarbondaleRec.com website.

SPECIAL EVENTS TASK FORCE 2020 CALENDAR
Eric presented the Special Events Task Force 2020 calendar, which was also included in the meeting packet. There are several new events coming up in 2020 including the O2 Outdoor Women’s Festival in September and four pickleball tournaments hosted by the Roaring Fork Pickleball Association in May, June, August, and September (they will be
assuming responsibility for the Western Slope Pickleball Tournament previously hosted by the Carbondale Recreation and Community Center). The pickleball tournaments won’t yet be sanctioned, but they will be used as fundraisers to help cover the remaining costs of the new pickleball courts. Eric also stated that there are 103 days of special events just on TOC property in 2020, but there are no new events at Sopris Park.

Questions/Comments:
Hollis asked about Indigenous People’s Day and how the Town plans to regulate the number of people at the event. Eric responded that it is scheduled for the second Monday in October (October 12), with use of Nuche Park the evening before (Sunday, October 11). Eric further explained that the event will go through the permitting process, and that is how the numbers of people and types of activities are regulated.

Genevieve asked how 350.Org got approval. Eric responded that although it was done quickly, the sponsoring organization still had to follow the permitting process.

Kathleen asked whether the currently planned events put the Town at capacity, and whether it put town staff at capacity. Eric responded that by the end of the special events season, town staff is pretty spent. He went on to add that a new consideration is that there is money set aside in the budget to purchase a mobile stage. This asset will give staff and the task force the ability to review which parks are at capacity for events, and possibly consider moving events to different venues. However, the more likely scenario is that the mobile stage will provide the ability to consider a new event such as a bluegrass concert at North Face Park.

Genevieve followed-up with a question about why scheduled events that are not being held on Town property are reviewed by the task force. Eric responded that those events still required certain permits from the Town.

Kathleen also followed up with a question about the quality, quantity, and variety of food available on First Fridays—many of the restaurants on Main Street are at capacity, and she would really like to see a greater availability of fast and easy family-friendly food. Eric encouraged her to bring this concern to the First Friday Committee meeting which are held on the second Thursday of each month.

Motion Passed: John moved to approve the 2020 Special Events Calendar as presented. Ashley seconded the motion, and it was unanimously approved.

TOWN OF CARBONDALE 2020 BUDGET: PARKS AND RECREATION DEPARTMENT

Eric reviewed aspects of the upcoming 2020 budget. He highlighted Revenues versus Expenditures, Parks & Recreation Department Cost Recovery, a Historic Analysis of the Recreation Center’s Cost Recovery, and the 5-year Parks & Recreation Capital Improvement Plan.

RSUT revenues budgeted for FY2020 totaled $1,295,815, which included $780,865 in tax revenue, $6,800.00 in other revenue, $106,250 in grant revenue, and $401,900 in charges and fees. RSUT fund expenditures are budgeted at $1,246,477, for a total of revenue over expenditures of $49,338. The RSUT fund balance—which includes carry over from previous year—is $1,835,489; the fund is healthy compared to past years which is important for operations as well as potentially helping to fund the pool project.

The second page he reviewed was anticipated 2020 Parks & Recreation Department Cost Recovery. Eric pointed out that the Recreation Center has an anticipated 62% cost recovery projected for 2020; the Recreation Center has been consistent in its cost recovery over the last 11 years, averaging around 65%. The pool is always a challenge, and has a 32% cost recovery projected for 2020. The Recreation Department category earmarks outdoor programming that pre-dates the Recreation Center; anticipated cost recovery for this category is projected at 20% for 2020. The RV Park is an Enterprise Fund, so there is a 99% cost recovery with all revenue spent. The Parks & Recreation Department shares costs for the Boat Ramp and Bob Terrell Park with CPW, so there is a built-in 50% cost recovery. The final category—Parks and Cemeteries—has a high expenditure (which includes personnel costs) output with low revenue, and therefore has an anticipated cost recovery of 3%.

The third page is a detailed review of cost recovery at the Recreation and Community Center from 2008 through 2020. Eric noted that while expenses are going up, revenue is also going up, and cost recovery averages 65%. The next benchmark analysis will be in 2022, with any associated cost increases in 2023. Ashley asked if there were any big-ticket items coming up in the near future. Eric responded that all of the large equipment is on a replacement cycle, but the HVAC software system at the community center will not be supported any longer and will need to be replaced soon.
The final page is the projected Capital Improvement Plan for 2020 to 2024. Eric commented that this plan is somewhat malleable and can change depending upon needs. Among the planned expenditures for 2020 are the mobile stage ($70,000), Hendricks Park Irrigation System VFD pump ($30,000), Gateway RV Park electrical conversion ($35,000), Red Hill Trailhead Infrastructure Improvements ($15,000), and renovation of park playground equipment at either Meadows or Gianinetti Park ($25,000).

MEM PROJECT: NATURE PARK WORK PLAN OUTLINE
Eric presented the work plan outline for Genevieve’s MEM project at the Nature Park, which was collectively developed along with Hollis. Hollis pointed out that specific responsibilities of the Parks & Recreation Commission include the review and approval of survey questions, an envisioning meeting of interested commission members in March, and the review and approval of the draft management plan at the end of March and beginning of April. Eric added that they gave Genevieve specific dates for completion of tasks, and that it is a tight timeframe, so the Commission members will need to be timely in any edits they wish to provide for the survey questions and management plan. He also pointed out that the Commission members will be invited to an envisioning meeting with the MEM as a solitary focus.

Questions/Comments:
Kathleen asked what insight would be most helpful. Genevieve replied that the review of the survey questions is critical. Kathleen added that in her experience, keeping the survey short (10 to 12 questions) is most effective.

Hollis asked Genevieve if she needed additional suggestions for stakeholders. Genevieve replied that she would add a Latin X category, but beyond that she felt like she had all the categories she needed.

REPORT & UPDATES: STAFF AND COMMISSION MEMBERS
Eric Brendlinger, Parks & Recreation Director:
30/60/90 Staff Work Plan and Outstanding Project Status Report (it is the last page of the packet):
- Red Hill signage is in production;
- RVR Triangle Park playground equipment demo has started and new equipment ordered;
- Doggie Pots are ordered;
- Nuche Park parking and signage will be funded in 2020;
- The Commission contact list has been updated;
- The highlighted Master Plan chart has been completed on the website;
- Partition options for the women’s restroom at Gianinetti Park are being reviewed;
- Sopris Park Playground equipment painting is dependent on warm weather;
- Electrical upgrades at the Gateway RV Park are in progress. It will take three years to complete;
- Electrical upgrades at the Gus Darien Arena are also in progress;
- The Aquatic Facility Master Plan is underway.

Jessi Rochel, Recreation Center and Recreation Programs Manager:
- The 2020 Winter/Spring Brochure will be distributed in the December 19th edition of the Sopris Sun—it will list all programs and activities through May;
- There is a Rosybelle Mobilemaker Bus activity scheduled for Saturday, December 14;
- St. Mary’s sent Jessi an email indicating that the CRCC was one of their top 3 most successful blood drives;
- Youth basketball started Monday. The program is very successful, and the CRCC had to turn some interested participants away due to lack of space, time, and staffing;
- There are two Senior trips coming up in the next two weeks.

Genevieve Villamizar, Parks & Recreation Commission Member:
- Met with a representative of Roaring Fork Outdoor Volunteers to explore their participation in habitat planting once the Nature Park Research Project has been approved.

ADJOURNMENT
The December 11, 2019, regular meeting adjourned at 8:35 pm. The next regularly scheduled meeting is set for January 8, 2020, at 7:00 pm.
Respectfully submitted,
Kae McDonald
CALL TO ORDER
Ann Harris called the Carbondale Public Arts Commission to order at 5:35 pm, November 6, 2019 in Room 2 at Carbondale Town Hall.

ROLL CALL
The following members were present for roll call:

CPAC Members: Ann Harris, Co-Chairperson
Joe Burleigh, Member
Carol Klein, Member
Casey Bowen, Prospective Member
Beth White, Prospective Member
Brian Colley, Prospective Member
Britni Johnson, Prospective Member

Town Staff Present: Laurie Lindberg, Town Liaison
Kae McDonald, Boards & Commissions
Marty Silverstein, Trustee Liaison

CONSENT AGENDA
Motion Passed: Beth moved to approve the minutes from the October 2, 2019 meeting. Joe seconded the motion, and it was unanimously approved.

PERSONS PRESENT NOT ON THE AGENDA
There were no persons present, not on the agenda, who wished to address the Commission.

CPAC BUDGET
Ann introduced a brief discussion of the current CPAC budget. There is approximately $2,226.66 left in the 2019 budget, and a portion of that amount has been approved by the Town Manager to be used to host and appreciation lunch for the Public Works Department. The lunch is scheduled for Friday, December 13 from 11:30 am to 12:45 pm, and will be in lieu of the regularly scheduled meeting on December 4th. Commission members are asked to arrive at 11:15 am, in order to take care of any outstanding business prior to the lunch.

HOUSEKEEPING
Ann reviewed the calendar included in the packet distributed by the Co-Chairs specifically as it pertained to the Café schedule, and the importance of the February meetings. She also relayed that she had spoken with the First Friday Committee, and that they had requested that the ArtWalk be scheduled on Thursday, June 4th, rather than Friday. It was her feeling that CPAC plan accordingly for this year, but try to be proactive in working with the First Friday Committee in the future. Laurie pointed out that CPAC does need to ask the task force about either closing Main Street or using a rolling stop for the event. Ann asked if someone could attend the Special Events Task Force meeting to confirm whether they want to close Main Street for the ArtWalk or use a rolling stop. After some discussion it was decided to ask the Special Events Task Force for a rolling street closure from 5:30 to 7 pm on Thursday, June 4th. Ann will also write-up a memo to bring the event and dates to the Board of Trustees attention.

Questions/Comments:
Beth pointed out that if the whole objective of the ArtWalk is to celebrate and sell art, that there shouldn’t be a reason not to schedule it for First Friday. She went on to say that it is important to champion the character of our community and keep the traditions, one of which is making the arts economically viable.
Marty agreed with Ann that changing the date of the ArtWalk to First Friday is not the fight for this year. He also stated that he would try to attend the Special Events Task Force meeting. He pointed out that anyone could attend the task force meeting. Brian asked if the artists generally stay for the ArtWalk. Laurie replied that there were fewer artists that stayed last year compared to previous years. But regardless, felt like it was important to make it fun for those artists who do stay. Marty suggested the possibility that the artists could participate in the ArtWalk on Thursday evening and then stay at their pieces for an hour or two on First Friday for a self-guided tour. Ann’s perception was that the artists like to move around and hear what the other artists have to say. She suggested tabling the idea of having the artists stay with their piece until a later date. Marty reiterated the idea by saying that it might capture a greater number of people, especially those that are out on First Friday and might not participate in an event like the ArtWalk.

Ann also brought up the fact that Susan had sent out an email to selected artists asking if they would be interested in being interviewed on KDNK about their sculptures; Ann got four positive responses and forwarded their names to the news director at KDNK. They will repeat the e-mail in December or January, because they would like to see more participation.

Questions/Comments:
Beth wondered if a commission member could be at the artist’s interview, as well.
Britni followed that up with the suggestion that there be a kick-off interview with a commission member to “set the stage.”
Beth asked when the interview series was scheduled to start. Ann wasn’t sure, but indicated she would ask him.
Marty asked if the interviews were going to be stand-alone, or part of the Express Yourself series. Ann said she thought it was for the Express Yourself series.

VOTE ON NEW APPLICANTS
Three of the four applicants (Casey, Beth, and Britni) have satisfied the three-meeting attendance requirement, and their applications will be forwarded to the Board of Trustees for approval.

CPAC OVERVIEW AND PUBLIC WORKS APPRECIATION PARTY
This topic was covered as part of the Budget discussion.

DISCUSSION REGARDING THE VALUE OF PUBLIC ART TO OUR COMMUNITY
Beth started off the discussion by mentioning she had met with Susan to brainstorm about ways to get on the same page as a group, as well as how to integrate with the community. They decided that having a really good press release with specific talking points available for distribution. The press release would also provide a context for CPAC and why sculpture is the art form of choice in Carbondale. Beth volunteered to craft an initial press release for review by the commission. Brian asked how the press release would be distributed, and Beth suggested that initially it would be for the commission’s use, and later it could be posted to the CPAC website along with making it available to media outlets. She felt by having a solid press release, it would empower all of the commission members to speak about CPAC and the Art Around Town program. Ann asked that the commission email her their perspectives on this topic by December 10th and that they limit it to a maximum of two pages.

Questions/Comments:
Joe thought that the topic—why art is important—was a good question. He added to the conversation by asking why is Carbondale collecting permanent sculptures. In his perspective, he felt like the sculptures were a way to teach people to respect art.
Ann said that what she thought was unique about sculpture is that it is out in the open and a person can visit it at any time.
Marty pointed out that the sculptures around Carbondale brings art to everyone—especially to those that might not go to a gallery—and that it adds to the community.
Beth brought up the fact that sculptures are part of the living environment and that they are a very distinct art form.
Ann added that they are a contrast to the linear nature of buildings.
Marty added that sculptures complement the other art forms in town, and that it provides an avenue for people to explore the community.
Laurie reminded the commission that there had been a white board discussion a few years ago and the results of that session are the bullet points at the top of the website.
Beth asked how sculptures became a permanent part of the collection, to which Marty replied that there are various methods by which the town has accumulated the collection.
Laurie followed that up by explaining that there are 30 sculptures currently in the permanent collection, and Ann noted that all of the permanent sculptures are part of the CPAC website.

PERMANENT SCULPTURE OVERVIEW FOR NEW MEMBERS

Joe and Laurie brought the maintenance needs of several sculptures to the Commission’s attention. Laurie mentioned that the sculpture in front of The Smithy definitely needs some attention. She indicated that it most likely needs to be powder-coated, and there has been some discussion about relocating it to the community center. She pointed out that it will be a big project to move it.

Joe commented that most of the sculptures could use some attention, and gave the examples of “Helping Hands” and “Namaste.” He indicated that most of the sculptures do get dirty after exposure to the seasonal elements and all of them could use some type of cleaning.

Laurie suggested that it would be beneficial to have a lead on a good art restorer. She also pointed out that it is necessary to have a work plan for each sculpture, with input and approval from the artist, as well as a cost estimate in order to plan for maintenance in the budget.

Ann asked if it was possible to at least have a preliminary list by January, so that maintenance could be considered on a regular basis.

UPDATE ON SCULPTURE IN FRONT OF ROOSTERS

Laurie said that a clay piece from the sculpture in front of Rooster’s had fallen off. She spoke with the artist, and with their permission had glued the piece back into place. If the glue sticks, they are planning on welding it this Friday. She also updated the commission on the fact that both sculptures have been installed along Third Street. The artist is very enthusiastic about the display and would like to participate in CPAC.

CPAC MISSION STATEMENT, COMMITTEE DEFINITIONS AND ASSIGNMENTS

Ann asked if everyone had had a chance to look at the committee descriptions and what their committee preferences were. After a brief discussion the committees were filled according to the following list:

- Artists’ Liaison: Susan and Ann
- Permanent Sculpture: Joe and David
- Reception: Carol and Marty
- Cantina at Mountain Fair*: Carol
- Budget and Finance:
- Public Relations and Marketing: Casey, Beth, and Brian
- Café: Laurie, Ann, and Susan

*There was a short discussion about the Cantina at Mountain Fair and whether it was an activity CPAC wanted to undertake. Carol and Ann pointed out that the weak link was getting enough people to work the assigned time slot (at least 12 people are needed for the six-hour shift). Historically, CPAC has been assigned Sunday morning with net proceeds of approximately $1,000.00. The commission will need to decide by March.
ADJOURNMENT
The November 6, 2019, regular meeting adjourned at 7:00 pm. The next regularly scheduled meeting will be on January 8, 2020.

Respectfully submitted,
Kae McDonald