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<td>c. BOT 12/18/18 Work Session Minutes</td>
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<td>d. Intergovernmental Agreement – Roaring Fork School District Offsite Location for Student Evacuation</td>
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<td>e. Art Gallery Renewal Application – Carbondale Clay Center</td>
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* Please note: times are approximate
Board of Trustees Agenda Memorandum

Item No: Attachment A
Meeting Date: 12.27.2018

TITLE: Accounts Payable

SUBMITTING DEPARTMENT: Finance

ATTACHMENTS: Accounts Payable for 12.27.2018

DISCUSSION: The accounts payable include $11,125.00 to John E. Reid & Assoc. for a 3 day on Interview and Interrogation Techniques that was held at Town Hall. This will be reimbursed by the I-70 post. $10,690.85 was for a fire hydrant installation near the new City Market site. The Art Space Projects was paid $15,000.00 for the Market Study. The new dump truck and plow arrived this week from Transwest Truck. The cost was $114,443.00. Singletrack was paid $24,449.80 for partial completion of Directional Downhill Trail and completion of the hiking only connection from Three Pole to Ruthie's on Red Hill. US Boiler is installing the new heating system in the Gateway House for $33,628.82.

The payroll for 12.14.18 was $142,880.48. Tax liability for the town was $8,252.75. Pension and Retirement liability was $9,520.24.

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

Renae
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Grand Total: 439,447.25
MINUTES
CARBONDALE BOARD OF TRUSTEES
REGULAR MEETING
DECEMBER 11, 2018

Mayor Dan Richardson called the Board of Trustees Regular Meeting to order on December 11, 2018, at 6:00 p.m. in the Town Hall meeting room.

STUDENT OF THE MONTH

Students from Carbondale Middle School, Ross Montessori School and the Carbondale Community School were in attendance to receive the “Student of the Month” award. The following students were awarded a Certificate of Achievement from Mayor Richardson:

Hadley Peery  Jacey Read
Gavin Price   Amythyst Ferris

ROLL CALL:

The following members were present for roll call:

Mayor         Dan Richardson
Trustees      Marty Silverstein  Erica Sparhawk
              Lani Kitching  Ben Bohmfalk
              Heather Henry  Marty Silverstein

Staff Present:

Town Manager  Jay Harrington
Town Clerk    Cathy Derby
Town Attorney  Mark Hamilton
Finance Director  Renae Gustine

CONSENT AGENDA

- Accounts Payable totaling $364,591.86Z
- BOT 11/20/18 Work Session Minutes
- BOT 11/27/18 Regular Meeting Minutes
Trustee Bohmfalk made a motion to approve the Consent Agenda. Trustee Sparhawk seconded the motion and it passed with:

7 yes votes: Richardson, Yllanes, Bohmfalk, Henry Silverstein, Sparhawk, Kitching

EMPLOYEE RECOGNITION

The Board honored Gene Schilling for 35 years of Employment with the Town.

PERSONS PRESENT NOT ON THE AGENDA

There was no one present who wished to address the Board.

TRUSTEE COMMENTS

Trustee Sparhawk stated that there is Chamber retreat on December 13th.

Trustee Sparhawk told the Board that she is the Colorado Communities for Climate Action Vice-Chair of the Legislative Committee. She will keep the Trustees apprised of the Committee’s actions.

Trustee Kitching stated that she attended the Planning & Zoning Commission meeting where Clarion gave a presentation on the Unified Development Code.

Trustee Kitching informed the Board that she will be attending the Clean Energy Corridor Roundtable on December 13th.

Mayor Richardson told the Board that he took a tour of We Cycle; it's a really neat operation.

Mayor Richardson stated that he attended the Holiday Gala at the Thompson House. It was well attended. He congratulated staff, the Historic Society and the Thompson Family for the house's renovation.
Mayor Richardson told the Board that First Friday was a great event.

Mayor Richardson stated that he would like the Board to have a work session on mobility.

**ATTORNEY’S COMMENTS**

Mark stated that he has been working on updates to the Municipal Code concerning new liquor laws.

Mark told the Board that motions are still being filed in the Tumbleweed law suit and it is moving forward.

**COVENTURE REQUEST FOR FUNDING DISCUSSION**

Michael Lowe, Coventure Executive Director, and Kelcey Nichols, Coventure Board member, were present at the meeting.

The Board continued their discussion on funding Coventure’s ask of $25,000. The Board had the following questions:

- Who will be the managing partner? Coventure will be the managing partner; the Colorado Small Business Development Center will provide supplemental offerings (marketing plans, etc.)
- Will the employees be paid? In 2018 they worked pro bono. In 2019 they have budgeted $250,000 for salaries.
- What is the $5,000 mini grant for outreach in Rifle? They will be doing some programming in Rifle and they will share an incubator program and they will have a Pitch Night.
- How much space will you gain when you move? They will triple their current space.
- Are you worried about the rent increase? The overall rent will be $5,000 a month and they estimate that tenant rents will total $7,500 per month. The profit will be used to pay for programming.
- Why is Coventure set up a non-profit instead of a for profit business? The only working spaces that are profitable are in urban areas. Co-working spaces is not the only service they will offer. Money from the Town would be allocated to programming.
- Do you have a recession plan? You are taking a big jump with increased rent and salaries. The recession plan is they would provide an intermediary role, flex desks, they want to grow their professional services, reach out to front range businesses and other communities.
- Will Coventure impact parking on Main Street? They will push for a biking incentive, ride-share program. The bulk of their programming will occur during the school year.
• The community is 45% Spanish speaking. It appears that the tenant demographics are (usually) not very diverse and are tech oriented. Will you reach out to minorities who don’t take advantage of this type of situation? They plan to provide workshops specific to the minority community. The Chamber will be involved and they will make sure that everyone is represented.

The Board made the following comments:

Mayor Richardson stated that this is a well-vetted idea. An economic down-turn may be coming soon and if we can get ahead of it this this is the type of entity that people without a job would go to. We can afford to fund this in 2019.

Mayor Richardson, and Trustees Bohmfalk and Yllanes stated that they want to provide Coventure with the full $25,000 ask.

Trustees Silverstein, Kitching, Sparhawk and Henry were not comfortable funding the entire $25,000.

Trustee Kitching stated that she wants there to be a level of Trustee involvement (Board seat). She also wants to be able to track revenue to the Town as a result of the new business (return on investment).

Trustee Kitching made a motion to contribute $20,000 to Coventure with the stipulation that the Town will get a seat on the Board. Trustee Bohmfalk seconded the motion and it passed with:

4 yes votes: Yllanes, Richardson, Kitching, Bohmfalk
3 no votes: Sparhawk, Henry, Silverstein

PUBLIC HEARING – ADOPTION OF THE 2019 HEARING

Renae outlined the changes made from the November 27, 2018 Trustees meeting which include:

• Property tax values were adjusted
• Refund of expenditures increased due to insurance claims
• Attorney fees increased by $5,000
• The cost of iPads were reduced
• The Launchpad will not replace their windows this year
• New phone system will be installed in 2019
• RVR street maintenance project was reduced

Per the request of the Board, reserves are at 75% of expenditures.
Mayor Richardson opened the public hearing. There was no one present who wished to address the Board so Mayor Richardson closed the public hearing.

Trustee Henry made a motion to approve the 2019 Budget; Community Requests; Resolution No. 17, Series of 2018 Summarizing Expenditures and Revenues and Adopting a 2019 Budget; Ordinance No. 18, Series of 2018 Appropriating Sums of Money to the Various Funds and Spending Agencies; Resolution No. 18, Series of 2018 Levying General Property Taxes for 2018; and Ordinance No. 19, Series of 2018 Appropriating Additional Sums of Money to Defray Expenses in Excess of Amount Budgeted. Trustee Silverstein seconded the motion and it passed with:

7 yes votes: Henry, Silverstein, Yllanes, Sparhawk, Bohmfalk, Kitching, Richardson

ADJOURNMENT

The December 11, 2018, regular meeting adjourned at 7:50 p.m. The next scheduled meeting will be held on December 27, 2018, at 7:30 a.m.

APPROVED AND ACCEPTED

________________________
Dan Richardson, Mayor

ATTEST:

________________________
Cathy Derby, Town Clerk
MINUTES
CARBONDALE BOARD OF TRUSTEES
WORK SESSION
DECEMBER 18, 2018

Mayor Dan Richardson called the Board of Trustees Work Session to order on December 18, 2018, at 6:00 p.m. in the Town Hall meeting room.

ROLL CALL:

The following members were present:

Mayor 
Dan Richardson

Trustees
Marty Silverstein
Lani Kitching
Heather Henry
Erica Sparhawk
Luis Yllanes
Ben Bohmfalk

Staff Present
Town Manager 
Jay Harrington
Town Clerk
Cathy Derby
Parks & Recreation Director
Eric Brendlinger
Recreation Center Manager
Jessi Rochel

CRYSTAL RIVER ELEMENTARY SCHOOL (CRES) STUDENTS CIVICS PRESENTATION

Students from Crystal River Elementary School gave a presentation on bears and trash. They recommended that the Town switch to a single trash hauler.

PARKS AND RECREATION COMMISSION CHECK-IN/PICKLEBALL DISCUSSION

Eric Brendlinger explained that pickleball has become a very popular sport and courts are scarce and in demand. As a result, the Roaring Fork Pickleball Association (RFPA) approached the Parks & Recreation Commission last January and asked them to research if town-owned land could be used to construct dedicated pickleball courts.

Staff researched the option of re-purposing two out of the three tennis courts at the Darien Tennis Pickleball Courts at North Face Park. The Parks and Recreation Commission was opposed to this idea. It was agreed that staff should move forward with evaluating land at the North Face Park for construction of up to six new pickleball courts.

The Board agreed that Northface Park is the right location for the new courts.
Discussion ensued and the following points were made and questions asked:

- The size of the parking lot should be decreased
- The park should be more of a complex, and it’s imperative to maximize the open space and make the best utilization of the park as possible
- Public outreach is imperative – talk to skateboarders, etc. and outreach should be done in Spanish as well
- Will it be phased? Yes, a Futsal field will require grant funding
- Make sure there is adequate parking on site
- RFPA has raised $20,000 and donors have promised an additional $30,000 if construction begins soon
- They are interested in constructing six courts.
- Their goal is to break ground this Spring and it will take approximately two months to complete
- some of the construction should be done in conjunction with the Meadwood Drive project
- The tennis players want to be assured that the two tennis courts will not be re-purposed – the Trustees assured them that they will not be re-purposed
- A tennis player recommended that lights should be installed at the school district courts

Staff and volunteers will start the outreach and master plan process.

**MOBILITY DISCUSSION**

Mayor Richardson explained that he wants the Board to have a discussion on mobility since the RFTA mill levy was approved by the voters. He believes that the Board should give RFTA feedback on what the Town wants RFTA to provide from the increased mill Levy revenue.

Topics the Board would like to discuss include:

- RFTA circulator bus – should the route be expanded, schedule shortened?
- We Cycle – do we support it?
- Electric Scooters in place of We Cycle?
- Since the Marketplace development was approved should we ask RFTA to construct a bus stop near it?
- Discuss how to get around town without a car (including first and last mile)
- Senior usage should be taken in to consideration
The Board agreed to have a work session on mobility in February. The following groups will be invited: We Cycle, RFTA, Bike/Pedestrian/Trails Commission, the Environmental Board, Planning Department, Chamber of Commerce and possibly the City of Aspen can provide a mobility summary.

**ADJOURNMENT**

The December 18, 2018, work session adjourned at 7:45 p.m. The next scheduled meeting will be held on December 27, 2018, at 7:30 a.m.

**APPROVED AND ACCEPTED**

____________________________
Dan Richardson, Mayor

**ATTEST:**

____________________________
Cathy Derby, Town Clerk
INTERGOVERNMENTAL AGREEMENT

This INTERGOVERNMENTAL AGREEMENT (the “Agreement”) is made this ___ day of ________________, 2018, by and between Roaring Fork School District RE-1 (the “District”) and the Town of Carbondale, Colorado (the “Town”) (collectively, the “Parties”).

WHEREAS, the Parties are both political subdivisions of the State of Colorado; and

WHEREAS, the people of the State of Colorado have authorized political subdivisions to cooperate with each other and contract in matters set forth in this Agreement through the Colorado Constitution, Article XIV, Section 18(2)(a); and

WHEREAS, in order to assist students and families of the communities they serve, the Parties desire to enter an agreement whereby the Town will allow the District to temporarily occupy a facility (the “Facility”) in the event a school is required to evacuate students and requires an offsite location for evacuation and reunification. The Facility will be used to provide students/staff a safe environment and a location for reunification with families as needed.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, the Parties agree as follows:

1. **Responsibilities of Town.** The Town shall be responsible for:
   a. In the event a District school is required to evacuate students and requires an offsite location for evacuation of hundreds of students and reunification with their families, making available to the District the facility identified in Exhibit A (“Facility”) for temporary use by the District for such purposes.

2. **Responsibilities of District.** The District shall be responsible for:
   a. Costs to clean the Facility as needed
   b. Costs to repair any damage to the Facility caused by the District temporarily occupying the Facility

3. **Maximum Occupancy.** The District’s use of the Facility pursuant to this Agreement shall not exceed the maximum occupancy loads set forth on attached Exhibit B.

4. **Term.** This Agreement shall commence on the date first written above and continue for a period of one (1) year thereafter. This Agreement will automatically be extended for additional one (1) year periods on each successive anniversary of the date first written above unless either party provides written notice of non-extension to the other party at least thirty (30) days prior to such anniversary. Either party may terminate this Agreement for any reason whatsoever by giving the other party thirty (30) days’ written notice of its intent to so terminate.

5. **Liability.** The Parties understand and agree that they are relying on and do not waive or intend to waive by any provision of this Agreement the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. §§ 24-10-101, et seq., as from time to time amended.
6. **Assignment.** Except as provided herein, this Agreement shall not be assignable, in whole or in part, by either party without the prior written approval of the other party.

7. **Subject to Applicable Law.** This Agreement is subject to, and the rights and obligations of the Parties shall be interpreted and construed in accordance with, the laws of the State of Colorado.

8. **Notices.** All notices required or given hereunder shall be in writing and shall be deemed delivered 48 hours following the date of posting by regular United States mail, postage prepaid, and addressed as follows:

   **TOWN:** Parks & Recreation Director  
   Town of Carbondale  
   511 Colorado Avenue  
   Carbondale, CO 81623

   **Local Contacts:**  
   Recreation Director: 510-1277  
   Public Works Director: 510-1217

   **DISTRICT:** Superintendent of Schools  
   Roaring Fork School District RE-1  
   1405 Grand Avenue  
   Glenwood Springs, CO 81601  
   Phone: (970) 384-6000

9. **Multiple Originals.** This Agreement may be executed in multiple copies by facsimile or electronic mail, each of which shall be deemed an original.

   **TOWN OF CARBONDEALE, COLORADO**

   By: ___________________________
   Jay Harrington  
   Town Manager

   **ROARING FORK SCHOOL DISTRICT RE-1**

   By: ___________________________
   Jeff Gatlin  
   Chief Operating Officer
Exhibit A

The Facility agreed upon by the Parties is:

The Carbondale Recreation Center
567 Colorado Avenue
Carbondale, Colorado 81623
EXHIBIT B

Occupancy Loads and Fee Structures

CRCC facilities to be used. *Maximum capacity for entire building cannot exceed 1,483

**Gymnasium** Net Floor Area: 6,300 Sq. Ft.
Occupant Load (concentrated, chairs only not fixed): 900
Occupant Load (standing space): 1,260
Occupant Load (unconcentrated, tables & chairs): 420

**Activity Multi Purpose Room** Net Floor Area: 315 Sq. Ft.
Occupant Load (concentrated, chairs only not fixed): 45
Occupant Load (standing space): 63
Occupant Load (unconcentrated, tables & chairs): 21

**Lobby** Net Floor Area: 798 Sq. Ft.
Occupant Load (standing space): 160
Art Gallery Permit Application

2341 Art Gallery Permit

1. Applicant Name (i.e. ABC Gallery Inc.)
   CARBONDALE CLAY CENTER

2. Trade Name of Establishment (DBA)
   CARBONDALE CLAY CENTER

3. Address
   135 MAIN STREET
   City: Carbondale
   County: Garfield
   State: CO
   ZIP Code: 81623
   Phone Number: 970.632.3529

4. Mailing Address (Number and Street)
   135 MAIN STREET
   City: Carbondale
   State: CO
   ZIP Code: 81623

- Attach a copy of a deed or lease in the exact name of the applying entity only, reflecting possession of the permitted area for at least the minimum duration of this permit (1 year from date of issuance).
- Attach a diagram of the premises which accurately reflects the area where alcohol beverages will be stored, served, possessed or consumed.

Pursuant to 12-47-422, C.R.S., Applicant hereby states that it qualifies for an Art Gallery Permit, in order to serve complimentary alcohol beverages, and certifies to the State Licensing Authority and Local Licensing Authority:

☑ That it does not sell alcohol beverages by the drink.

☑ That it will not serve alcohol beverages for more than 4 hours in any one day, no more than 15 days per year as follows:

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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 11/8/2018

Report and Approval of Local Licensing Authority (City/County)
The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the applicable provisions of Title 12, Articles 46 and 47, C.R.S., as amended.

THEREFORE, THIS APPLICATION IS APPROVED.

Local Licensing Authority (City or County)

Date filed with Local Authority

Signature

Title

Date

Report of State Licensing Authority

The foregoing has been examined and complies with the filing requirements of Title 12, Article 47, C.R.S., as amended.

Signature

Title

Date

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