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<td>d. Letter to DOLA – Administrative Grant Assistance</td>
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<td>e. Recommendation for Planning &amp; Zoning Commission Appointment</td>
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* Please note: times are approximate
Board of Trustees Agenda Memorandum

Item No: Attachment A
Meeting Date: 08.22.17

TITLE: Accounts Payable

SUBMITTING DEPARTMENT: Finance

ATTACHMENTS: Accounts Payable for 08.22.17

DISCUSSION: The accounts payable include the siding installation at the Nettle Creek Plant for $30,129.00. The final purchase payment for the light on Highway 133 to Hubbell Lighting was for $27,478.44. A small connecting walking path was done at Triangle Park for $6,120.00. The FMLD grant pass through for the Third Street Center's bathrooms was paid for $15,224.30.

The payroll for 8.11.17 was $167,904.62. Tax liability for the town was $9,997.94. Pension and Retirement liability was $9,862.41.

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

Renae
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To: Mayor Dan Richardson and
Carbondale Board of Trustees

From: Gene Schilling
Chief of Police, Carbondale Police Department

Ref.: Liquor License Renewal for White House Pizza

Date: August 14, 2017

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

Kurt Korn - Owner / Manager

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

I recommend the approval for the liquor license renewal.
RETAIL LIQUOR OR 3.2 BEER LICENSE RENEWAL APPLICATION

WHITE HOUSE PIZZA
801 MAIN COURT
CARBONDALE CO 81623

PLEASE VERIFY & UPDATE ALL INFORMATION BELOW

Licensee Name
PEPPERONI PIZZA KITCHEN INC

DBA
WHITE HOUSE PIZZA

Liquor License #
License Type
Hotel & Restaurant (city)

Sales Tax License #
Expiration Date
11/07/2017
Due Date
09/23/2017

Operating Manager
Kurt Korn
Date of Birth

Home Address
Glenwood Springs, CO 81601

Manager Phone Number

Email Address
marlaK@whitehousepizza.com

Street Address
801 MAIN COURT CARBONDALE CO 81623-1851

Mailing Address
801 MAIN COURT CARBONDALE CO 81623

1. Do you have legal possession of the premises at the street address above? [X] YES [ ] NO

4. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. [X] YES [ ] NO

NOTE TO CORPORATION, LIMITED LIABILITY COMPANY AND PARTNERSHIP APPLICANTS: If you have added or deleted any officers, directors, managing members, general partners or persons with 10% or more interest in your business, you must complete and return immediately to your Local Licensing Authority, Form DR 8177: Corporation, Limited Liability Company or Partnership Report of Changes, along with all supporting documentation and fees.

3. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. [ ] YES [X] NO

4. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation. [ ] YES [X] NO

5. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. [ ] YES [X] NO

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

Type or Print Name of Applicant/Authorized Agent of Business

Signature

Report & Approval of City or County Licensing Authority
The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 12, Articles 46 and 47, C.R.S. THEREFORE THIS APPLICATION IS APPROVED.

Local Licensing Authority For

Signature

Title

Attest
RESOLUTION NO. 9  
SERIES OF 2017

A RESOLUTION SUPPORTING THE GRANT APPLICATION TO THE 
GARFIELD COUNTY FEDERAL MINERAL LEASE DISTRICT AND PHASE 
ONE OF THE EAST EASTRANCE AND PARKING IMPROVEMENTS AT THE 
THIRD STREET CENTER

WHEREAS: the Town of Carbondale is a political subdivision of the State of Colorado, 
and therefore an eligible applicant for the grant awarded by the Garfield County Federal 
Mineral Lease District ("GCFMLD"); and,

WHEREAS: the Town of Carbondale has long supported the ongoing renovation and 
improvement of the Third Street Center, which it owns; and,

WHEREAS: the total cost for the first phase of this project is $120,000; and,

WHEREAS: the Town of Carbondale has submitted a Grant Application for the Third 
Street Center East Entrance and Parking Improvements requesting a total award of 
$60,000 from GCFMLD; and,

WHEREAS: the Town of Carbondale supports the completion of the project if a grant is 
awarded by the GCFMLD.

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

1. The above recitals are hereby incorporated as findings by the Town of 
Carbondale.

2. The Town of Carbondale supports the Grant Application submitted by the Third 
Street Center which has the appropriate matching funds for a grant with Garfield 
County Federal Mineral Lease District.

3. If the grant is awarded, the Town of Carbondale supports the completion of the 
project.

4. The Mayor and Board of Trustees of the Town of Carbondale approves of the 
Third Street Center allocating funds in the 2017 budget year necessary to meet the 
terms and obligations of any grant awarded pursuant to a Grant Agreement with 
the GCFMLD.
5. The project site is owned by the Town of Carbondale and will be owned by the Town for the next 25 years. The Town of Carbondale will continue to with the Third Street Center to maintain the facility in a high quality condition.

6. If a grant is awarded, the Board of Trustees hereby authorizes the Mayor to sign a Grant Agreement with the GCFMLD.

The effective date of this Resolution is the date passed and approved below.

PASSED AND APPROVED ON:______________________________

APPROVED BY: _____________________________________________________________________________

Dan Richardson, Mayor

ATTEST:

___________________________________________________________________________________________

Cathy Derby, Town Clerk
Monday, August 14, 2017

Dear DOLA,

The intent of this letter is to request $25,000 in administrative grant assistance for an Artspace Feasibility Study and Arts Market Survey in the Town of Carbondale.

The anticipated cost of the project scope of work is $55,000. The Town of Carbondale has a dedicated $25,000 for the project, and the Carbondale Creative District has dedicated an additional $5,000. This leaves a $25,000 deficit that could be filled with an administrative grant.

We respectfully request your favorable consideration.

Sincerely,

Dan Richardson
Mayor, Town of Carbondale
TOWN OF CARBONDALE
511 COLORADO AVENUE
CARBONDALE, CO  81623

Board of Trustees Agenda Memorandum

Meeting Date: 8-22-2017

TITLE: Appointments for Planning and Zoning Commission

SUBMITTING DEPARTMENT: Planning Department

ATTACHMENTS: Applications for: Marina Skiles and Ken Harrington

BACKGROUND
The terms for Marina Skiles and Ken Harrington expire on August 31, 2017. Both of them have reapplied for appointment to the Planning & Zoning Commission (P&Z).

At their August 10, 2017 meeting, the Commission recommended that the Board of Trustees reappoint Marina Skiles and Ken Harrington.

RECOMMENDATION
Town Staff recommends that the following motion be approved: Move to reappoint Marina Skiles and Ken Harrington as full voting members.

Prepared By: Mary Sikors
Building & Planning Assistant

[Signature]
Town Manager
**Town of Carbondale**  
Planning and Zoning Commission  
Application for Appointment

**Applicant Name:** Ken Hamilton  
**Mailing Address:** 233 Holland Thompson Dr  
**Street Address:** Carbondale CO 81623  
**Telephone:** 970-356-8419  
**E-mail Address:** khamilt001@gmail.com

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

**Please Answer the Questions Below**

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

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<tr>
<th>Date:</th>
<th>YES</th>
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<td>Action Taken by Board of Trustees</td>
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<table>
<thead>
<tr>
<th>Date:</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>Term Expiration:</td>
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**Applicant Signature:**

**Updated 05-13-2011**

**Received**

7-12-17

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

**Applicant Name:** Morgan Skiles  
**Mailing Address:** 425 S. 2nd St, Apl, D, Carbondale CO, 81623  
**Street Address:** None  
**Telephone:** 970.618.1468  
**E-mail Address:** marina.sales@gmail.com

**Reappointment**

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

Please Answer the Questions Below

1. The Planning and Zoning Commission requires a commitment on Thursday evenings once or twice a month. The meetings generally fall on the second and fourth Thursday of each month with a few exceptions. The Planning and Zoning Commission occasionally hosts workshops where your attendance may be required. In addition, you may need to attend Board of Trustees meetings a couple of times per year. Do you foresee any problems attending these meetings on a regular basis? If so, what are the potential attendance issues?

2. Do you feel as a citizen of the community that you are able to provide objective recommendations on various land-use applications and other issues? If yes, please explain.

3. Do you feel you have any conflicts of interest that may arise due to your appointment to the Planning and Zoning Commission? If so, please explain.

4. What do you like best about the Town of Carbondale?

5. What is one thing that would make Carbondale a better place to live?

6. Please identify what you feel are some of the key issues facing the Town in the next 5-10 years.

---

**Planning and Zoning Recommendation**

Date:  
Selection: YES  NO

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**Action Taken by Board of Trustees**

Date:  
Selection: YES  NO

---

**Appointed to:**  
**Date:**

Updated 03-13-2011  
Received 6-19-17  
Jane Buck
MINUTES
CARBONDALE BOARD OF TRUSTEES
REGULAR MEETING
AUGUST 8, 2017

Mayor Dan Richardson called the Board of Trustees Regular Meeting to order on August 8, 2017, at 6:00 p.m. in the Town Hall meeting room.

ROLL CALL:

The following members were present for roll call:

<table>
<thead>
<tr>
<th>Mayor</th>
<th>Dan Richardson</th>
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<tr>
<td>Trustees</td>
<td>Marty Silverstein</td>
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<td></td>
<td>Erica Sparhawk</td>
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<td>Heather Henry</td>
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<td>Ben Bohmfalk</td>
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</tbody>
</table>

Arrived after roll call

| Trustee       | Frosty Merriott |

Staff Present:

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<tr>
<th>Town Manager</th>
<th>Jay Harrington</th>
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<tr>
<td>Town Clerk</td>
<td>Cathy Derby</td>
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<tr>
<td>Finance Director</td>
<td>Renae Gustine</td>
</tr>
<tr>
<td>Recreation Director</td>
<td>Eric Brendlinger</td>
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</table>

PERSONS PRESENT NOT ON THE AGENDA

Former Carbondale Trustee Katrina Byars addressed the Board. She said while she was on the Board she was the local government designee to the Colorado Oil & Gas Conservation Commission. She stated that she would be happy to continue in the capacity of liaison. There is no residency requirement and she feels that it is important to have an active member.

Trustee Merriott arrived at the meeting.

She asked the Board if they would consider naming her as liaison for the time being.

The Board unanimously agreed to maintain Katrina Byars as the Colorado Oil and Gas Conservation Commission Representative.

Joann Teeple, Carbondale, stated that the Town needs to address the parking on 6th Street near the newly sodded lot. Cars are parking front first in the area and they are
sticking out in to the street. She doesn't believe the parking in this area is legal or safe. Jay stated that staff will investigate this situation.

**INTERVIEWS – TRUSTEE APPLICANTS**

The Board interviewed Hank Van Berlo, Jade Wimberley, Julia Farwell, Luis Yllanes, Nicki Delson and Colette Armstrong for the vacant trustee seat. They will discuss the applicants and possibly appoint a Trustee later in the meeting.

**CONSENT AGENDA**

- Accounts Payable totaling $313,369.41
- BOT 7/18/17 Special Meeting Minutes
- BOT 7/25/17 Regular Meeting Minutes
- Liquor License Renewal – Carbondale Beer Works
- Resolution No. 7, Series of 2017 – FMLD Mini Grant – Park Playground Equipment
- RFTA Letter of Support for Buses & Bus Facility Grant Application
- Resolution No. 8, Series of 2017 – Establishing an Environmental Bill of Rights

The Board pulled Resolution No. 8, Series of 2018, from the Consent Agenda for discussion.

Trustee Bohmfalk made a motion to approve: Accounts Payable, the BOT 7/18/17 and 7/25/15 minutes, Carbondale Beer Works Liquor License Renewal Application, Resolution No. 7, Series of 2018 and the RFTA Letter of Support for Buses & Bus Facility Grant Application. Trustee Sparhawk seconded the motion and it passed with:

*6 yes Votes: Henry, Bohmfalk, Richardson, Sparhawk, Silverstein, Merriott*

The Board discussed Resolution No. 8, Series of 2018. The Board accepted the red line amendments provided by Trustees Merriott and Henry and agreed to delete “morals and principles” from the last WHEREAS statement.

Trustee Silverstein made a motion to accept Resolution No. 8, Series of 2017 as edited and deleted morals and principles from the last WHEREAS statement. Trustee Bohmfalk seconded the motion and it passed with:

*6 yes votes: Bohmfalk, Merriott, Richardson, Sparhawk, Silverstein, Henry*
TRUSTEE COMMENTS

Trustee Silverstein informed the Board that Bonnie Fischer passed away. He acknowledged her commitment to all of her students and to the Town. The attendance at her memorial was impressive.

Trustee Silverstein stated that the Hootananny with the Heathens concert is Friday at 4th and Main Street. It’s a fundraiser for KDNK. Trustee Silverstein added that the final Sunday Concert in the Park is August 13th from 4:00 p.m. – 7:00 p.m.

Trustee Merriott stated that the Town issued 20 warnings to people putting their trash out too early thereby attracting bears. He stated that he would prefer that people are ticketed. Jay explained that the ordinance states that first time offenders will receive a warning and additional violations will be ticketed and there have been no repeat offenders.

Trustee Merriott informed the Board that Lynn Sanson, Trustee Merriott’s friend and neighbor, summited El Capitan. He noted that it is important to acknowledge people who do great things.

Trustee Henry stated that the RFP for the Affordable Housing Authority Needs Assessment is ready to be distributed.

Trustee Sparhawk stated that she met with a family with a special needs child. She asked them to give parks staff comments on the equipment they are proposing to buy if they receive the FMLD grant.

Trustee Sparhawk asked if a discussion on marijuana regulations has been scheduled. The Board scheduled it for the September work session.

Mayor Richardson stated that he will be attending the RFTA Board meeting on Thursday. The Board will be discussing allowing E Bikes on RFTA’s trails.

LIVEWELL PRESENTATION

Eric Brendlinger explained that Carbondale has been an active member of LiveWell Colorado’s HEAL Cities and Town Campaign since 2014. The campaign aims to prevent obesity and improve the health of Colorado citizens. There are four (4) levels of HEAL: Eager, Active, Fit, and Elite. When the Town joined the campaign it qualified as Active status. The Town has since been promoted to Elite status. The Executive Director of LiveWell presented the Town with a plaque acknowledging its Elite status.
PUBLIC HEARING – TRANSFER OF OWNERSHIP OF COLORADO PRODUCT SERVICES
Retail Marijuana Store – 580 Main St., Suite 300
Retail Cultivation – 655 Buggy Circle
Retail Marijuana Products Manufacturing – 655 Buggy Circle
Medical Marijuana Products Manufacturing – 655 Buggy Circle

Trustee Merriott’s disclosed that his client is associated with the business so he recused himself and left the meeting.

Cathy Derby explained that staff has received four applications to transfer the ownership of Colorado Products Services owned by James Leonard to Sara Johnstone. Staff deemed the application complete and all fees have been paid. Cathy requested that if the Board approves the transfers that four (4) separate motions be made because there are four (4) separate licenses.

Mayor Richardson opened the meeting to public comment. There was no one present who wished to address the Board so Mayor Richardson closed the public hearing.

Trustee Sparhawk made a motion to approve the Transfer of Ownership Application for Colorado Product Services’ retail marijuana store license located at 580 Main Street, Suite 300. Trustee Silverstein seconded the motion and it passed with:

5 yes votes: Sparhawk, Bohmfalk, Richardson, Henry, Silverstein

Trustee Sparhawk made a motion to approve the Transfer of Ownership Application for Colorado Product Services’ retail cultivation license located at 655 Buggy Circle. Trustee Bohmfalk seconded the motion and it passed with:

5 yes votes: Bohmfalk, Richardson, Henry, Silverstein, Sparhawk

Trustee Sparhawk made a motion to approve the Transfer of Ownership Application for Colorado Product Services’ retail marijuana products manufacturing license located at 655 Buggy Circle. Trustee Silverstein seconded the motion and it passed with:

5 yes votes: Richardson, Henry, Silverstein, Sparhawk, Bohmfalk

Trustee Sparhawk made a motion to approve the Transfer of Ownership Application for Colorado Product Services’ medical marijuana products manufacturing license located at 655 Buggy Circle. Trustee Henry seconded the motion and it passed with:

5 yes votes: Henry, Silverstein, Sparhawk, Bohmfalk, Richardson
Trustee Merriott returned to the meeting.

DISCUSSION ON TRUSTEE APPLICANT INTERVIEWS AND POSSIBLE APPOINTMENT

The Board agreed that all six (6) candidates were qualified to be a Trustee and the decision is a hard one to make. They thanked all of the applicants for applying and told them that if they are not appointed to not take it personally and consider running for office in April.

Discussion ensued. The majority of the Trustees agreed that there needs to be a connection between the Anglo and Latino communities, and the Board needs more diversity.

Trustee Silverstein made a motion to appoint Luis Yllanes to the Trustee seat vacated by Katrina Byars. Trustee Bohmfalk seconded the motion and it passed with:

6 yes votes: Silverstein, Sparhawk, Bohmfalk, Merriott, Richardson, Henry

COMPACT OF COLORADO COMMUNITIES MEMBER AGREEMENT

Mayor Richardson requested that this item be tabled to a future discussion.

ADJOURNMENT

The August 8, 2017, regular meeting adjourned at 8:50 p.m. The next regularly scheduled meeting will be held on August 22, 2017, at 6:00 p.m.

APPROVED AND ACCEPTED

__________________________
Dan Richardson, Mayor

ATTEST:

__________________________
Cathy Derby, Town Clerk
TOWN OF CARBONDALE
511 COLORADO AVENUE
CARBONDALE, CO 81623

Board Trustees Agenda Memorandum

Item No:  
Attachment:  
Meeting Date: 08/22/2017

TITLE: Bear Activity in Carbondale

SUBMITTING DEPARTMENT: Police Department

ATTACHMENTS: Press releases from July 25th and August 11th, bear letter in English and Spanish

BACKGROUND

On July 25th, the Chief Schilling sent out a press release regarding a bear sow and her cub being seen in the west Carbondale area. We began a campaign with official warnings regarding compliance with our trash ordinance. 

On August 11th, we sent out another press release regarding the significant rise in bear activity in Carbondale. We were told by the Colorado Parks and Wildlife (CPW) that numerous bears were now active in Carbondale. This is largely due to the status of their natural food supply and opportunities available due to citizen’s poor habits with trash handling and storage. Bear activity in many of the valley’s towns and cities are quite high.

To date, Carbondale officers have issued over 80 official bear trash warnings in several neighborhoods. We have also handed out about 400 informational letters in specific neighborhoods known to have mismanaged trash handling and/or bear sightings. Earlier this month, a bear cub climbed a power pole in east Carbondale and was electrocuted when it apparently contacted a power condenser. Due to its injuries, the cub had to be euthanized.

Officer John Groves of the CPW will be speaking at our BOT meeting Tuesday night August 22nd to inform the Board of Trustees the current state of bear activity in Carbondale and the valley.
FINANCIAL: N/A

RECOMMENDATION: N/A

Prepared By: Lieutenant Wurtsmith
Dear neighbor,

Colorado Parks and Wildlife Officers have confirmed significant recent bear activity in Carbondale. Many warnings have been issued recently, but we will be issuing citations. Per ordinance, placement of trash for pickup is prohibited before 6 a.m. and may not be out past 8 p.m. on collection day. Trash cans need to be in an enclosed area or in a bear resistant container.

The first offense is $100 plus a $30 sur-charge, up to $1,300 fine may be assessed for violations.

Bears with a habitual garbage behavior may ultimately have to be put down by the Colorado Parks and Wildlife because of their dependence. Please contribute to their health and welfare by NOT leaving your trash out. We do not want to jeopardize local wildlife!

Consider purchasing a bear resistant trash container or store trash in a secured enclosed area!

Thank you!
Officer Gretchen Stock-Bell
Carbondale Police Department

###
Querido vecino,

Oficiales del Colorado Parks and Wildlife han confirmado mucha actividad reciente de osos en Carbondale. Se han emitido muchas advertencias recientemente, pero empezaremos a emitir multas. Por ordenanza, se prohíbe poner la basura afuera antes de 6 a.m. y el contenedor debe estar adentro antes de las 8 p.m. el día de colección. Contenedores de basura necesitan estar dentro de un lugar seguro y encerrado o en un contenedor resistente a los osos.

La primera ofensa es $100 más $30 de recargo, hasta una multa de $1,300 por violación de la ordenanza.

Colorado Parks and Wildlife eutanasia los osos con un comportamiento habitual de basura por la dependencia que han desarrollado. Por favor de contribuir a la salud y bienestar de los osos empezando con, NO dejando su basura afuera. ¡No queremos poner en peligro la fauna local!

Considere comprar un contenedor de basura resistente a los osos o poniendo su contenedor de basura en un lugar seguro y encerrado!

Gracias!
Oficial Gretchen Stock-Bell
Carbondale Police Department
511 Colorado Ave, Suite 911  
Carbondale, CO 81623  
970-963-2662

Contact: Lt. Chris Wurtsmith, 970-963-2662 or cwurtsmith@carbondaleco.net

PRESS RELEASE

For Immediate Release – Bears in Carbondale

August 11th, 2017

Carbondale, Co. Colorado Parks and Wildlife Officers have confirmed significant recent bear activity in Carbondale. Many warnings have been issued recently, but we will be issuing citations. Per ordinance, placement of trash for pickup is prohibited before 6 a.m. and may not be out past 8 p.m. on collection day. Trash cans need to be in an enclosed area or in a bear resistant container.

The first offense is $100 plus a $30 sur-charge, up to $1,300 may be assessed for violations.

Bears with a habitual garbage behavior may ultimately have to be put down by the Colorado Parks and Wildlife because of their dependence. Please contribute to their health and welfare by NOT leaving your trash out. We do not want to jeopardize local wildlife!

Thank you!  
Chris Wurtsmith  
Lt. CPD

###
PRESS RELEASE

For Immediate Release – Bears spotted in West Carbondale

July 25th, 2017

Carbondale, Colo. – A sow and her cub have been spotted in the west Carbondale area and River Valley Ranch within the last couple of weeks, getting into trash. Warnings have been issued but we will be issuing citations for garbage placed outside beyond the scope of our municipal code.

The first offence is $100.00 plus a $30.00 sur-charge. Up to $1,300.00 may be assessed for violations.

Habitual garbage bears may ultimately have to be put down by the Division of Wildlife because of their dependence. Please contribute to their health and welfare by NOT leaving your garbage out. We do not want to jeopardize local wildlife or write tickets!

Placement of trash for pickup is prohibited before 6am and may not be out past 8pm, otherwise it needs to be enclosed or in a bear proof container.

Thank you!
Gene Schilling
Chief CPD

###
To: Mayor Dan Richardson and
Carbondale Board of Trustees

From: Gene Schilling
Chief of Police, Carbondale Police Department

Ref.: Liquor License Special Event for Carbondale Clay Center to be held on September 9, 2017 at Carbondale Clay Center.

Date: August 4, 2017

I have found no records that would cause me to recommend denial of this liquor license special event application to serve alcohol on September 9, 2017 at the Carbondale Clay Center.

Angela Bruno / 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
- FEMMENTED MALT BEVERAGE (3.2 BEER) $10 PER DAY

LIQUOR PERMIT NUMBER

STATE SALES TAX NUMBER (REQUIRED)

1. NAME OF APPLICANT ORGANIZATION OR POLITICAL CANDIDATE

Carbondale Clay Center

2. MAILING ADDRESS OF ORGANIZATION OR POLITICAL PARTY

135 Main St.
Carbondale, CO 81623

3. ADDRESS OF SPECIAL EVENT

135 Main St.
Carbondale, CO 81623

NAME

DATE OF BIRTH

EMAIL ADDRESS

PHONE NUMBER

4. PRES/SECY OF ORG. OR POLITICAL CANDIDATE

5. EVENT MANAGER

Angela Bruno

6. HAS APPLICANT ORGANIZATION OR POLITICAL CANDIDATE BEEN ISSUED A SPECIAL EVENT PERMIT THIS CALENDARE YEAR?

- NO
- YES

HOW MANY DAYS?

7. IS PREMISES NOW LICENSED UNDER STATE LIQUOR OR BEER CODE?

- NO
- YES

TO WHOM?

8. DOES THE APPLICANT HAVE POSSESSION OR WRITTEN PERMISSION FOR THE USE OF THE PREMISES TO BE LICENSED?

- NO
- YES

HOW MANY DAYS?

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

Date: 9/9/2017
Hours From: 6pm
To: 10pm

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

DATE: 7/26/2017

EXECUTIVE DIRECTOR

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

DATE

LOCAL LICENSING AUTHORITY

ATTEST
OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

I, Wayne W. Williams, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

   CARBONDALE CLAY CENTER

is a
Nonprofit Corporation

formed or registered on 08/14/1997 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 19971129392.

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 07/21/2017 that have been posted, and by documents delivered to this office electronically through 07/26/2017 @ 11:34:09.

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 07/26/2017 @ 11:34:09 in accordance with applicable law. This certificate is assigned Confirmation Number 10361522.

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 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 for 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."
September 9th from 6-9pm. We will be hosting a family style, farm to table dinner for 200+ guests. The tables will be set entirely in handmade dishes and our guests will each be invited to take home a hand made plate from the event.

We will have a 30 x 80 party tent set up in the yard. This will bump right up against the sidewalk. The event will feature music by Pearl & Wood, food will be prepared by Field 2 Fork. This is intended to be a commemorative dinner, celebrating the CCC's 20 year history. James Surls will be speaking at the event, and the gallery will feature a visual timeline of the past 20 years.

Drinks will be served at the 'bar', and will be restricted to the studio and tent area.

Let me know if you need any more info.

Thank you!

On Thu, Aug 3, 2017 at 11:59 AM, Cathy Derby <cderby@carbondaleco.net> wrote:

Hey,

I need a narrative of the event and how the alcohol is going to be controlled.

Many thanks.

Cathy Derby
Town Clerk
Town of Carbondale
511 Colorado Avenue
Carbondale, CO 81623
cderby@carbondaleco.net
To: Mayor Dan Richardson and
Carbondale Board of Trustees

From: Gene Schilling
Chief of Police, Carbondale Police Department

Ref.: Liquor License Special Event on behalf of No Man’s Land Film Festival On
September 15 & 16 at 4th Street Plaza and September 16 at 904 Hwy 133.

Date: August 15, 2017

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

Aisha Weinhold

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
☒ FEMENTERED MALT BEVERAGE (3.2 BEER) $10 PER DAY

LIQUOR PERMIT NUMBER

1. NAME OF APPLICANT ORGANIZATION OR POLITICAL CANDIDATE
   No Man's Land Film Festival

STATE SALES TAX NUMBER (REQUIRED)
   PENDING

2. MAILING ADDRESS OF ORGANIZATION OR POLITICAL PARTY
   Po. Box 2813
   Aspen, CO
   81611

3. ADDRESS OF SPECIAL EVENT
   9041 Hwy 133
   Carbondale, CO
   81623

NAME

DATE OF BIRTH

EMAIL ADDRESS

PHONE NUMBER

4. PRES/SECY OF ORG. OR POLITICAL CANDIDATE
   Ai'shea Weinhard

5. EVENT MANAGER

6. HAS APPLICANT ORGANIZATION OR POLITICAL CANDIDATE
   BEEN ISSUED A SPECIAL EVENT PERMIT THIS CALENDAR YEAR?
   ☒ NO
   ☐ YES
   HOW MANY DAYS?

7. IS PREMISES NOW LICENSED UNDER
   STATE LIQUOR OR BEER CODE?
   ☒ NO
   ☐ YES
   TO WHOM?

8. DOES THE APPLICANT HAVE POSSESSION OR WRITTEN PERMISSION FOR THE USE OF THE PREMISES
   TO BE LICENSED?
   ☐ NO
   ☒ YES
   HOW MANY DAYS?

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

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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

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
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
- FRATERNAL
- PATRIOTIC
- POLITICAL
- ATHLETIC
- CHARITABLE BRANCH, LODGE OR CHAPTER
- OF A NATIONAL ORGANIZATION OR SOCIETY
- RELIGIOUS INSTITUTION

PHILANTHROPIC INSTITUTION
POLITICAL CANDIDATE
MUNICIPALITY

TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR:

- MALT, VINIOUS AND SPIRITUOUS LIQUOR $50 PER DAY
- FEMENTED MALT BEVERAGE (3.2 BEER) $10 PER DAY

LIQUOR PERMIT NUMBER

STATE SALES TAX NUMBER (REQUIRED)

1. NAME OF APPLICANT ORGANIZATION OR POLITICAL CANDIDATE
   No Man's Land Film Festival

2. MAILING ADDRESS OF ORGANIZATION OR POLITICAL PARTY
   P.O. Box 2813
   Aspen, CO 81612

3. ADDRESS OF SPECIAL EVENT
   STATE SALES TAX NUMBER (REQUIRED)
   Pending
   4th St. Park
   Carbondale, CO

NAME
Aisha Weinhild

DATE OF BIRTH
EMAIL ADDRESS
aisha@nomadlandfilmfestival.org

PHONE NUMBER

4. PRES/SECY OF ORG. OR POLITICAL CANDIDATE
   Kari Arnaud

   Kari@nomadlandfilmfestival.org

5. EVENT MANAGER

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

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

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

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

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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 Executive Director

DATE 8/8/2017

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
1. All festival attendees must present IDs upon registering for event.
2. Participants over age will be given a 21+ wristband.
3. Alcohol will not be served to anyone without a wristband.
4. We will reserve the right to check IDs even if the participant has a wristband.
5. Alcohol will only be served by TIPS certified bartenders.
6. Outside alcohol will not be allowed into the space.
7. Outside alcohol distribution will result in permanent ejection from the remainder of the event.
8. Alcohol will not allow unattended presence.

9. In the case of extreme inebriation, the attendee will be escorted off of the premises, given a ride home. The local PD will be called if necessary.
10. Bartenders will not serve those clearly inebriated.

11. We will adhere to all rules & regulations in place by the state & town.
OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

I, Wayne W. Williams, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

No Man's Land Film Festival

is a
Nonprofit Corporation

formed or registered on 03/05/2015 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 20151164802.

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 08/04/2017 that have been posted, and by documents delivered to this office electronically through 08/08/2017 @ 07:58:48.

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 08/08/2017 @ 07:58:48 in accordance with applicable law. This certificate is assigned Confirmation Number 10381739.

************End of Certificate************
August 8, 2017

Town of Carbondale
Board of Trustees
511 Colorado Avenue
Carbondale, CO 81623

Ladies and Gentlemen of the Board:

I am writing on behalf of Aisha Wienhold and the No man's Land Film Festival. The Town of Carbondale Parks & Recreation Department has given the No Man’s Land Film Festival permission to use 4th Street Park area for the No Man’s Land Film Festival to be held September 15-17, 2017. The hours for set up, the festival and break down will be:

- Friday, September 15th, 2017 8:00 am - 10:00 pm
- Saturday, September 16th, 2017 9:00 am - 10:00 pm
- Sunday, September 17th, 2017 9:00 am – 10:30 pm

Please contact the Town of Carbondale Parks & Recreation Department if you have any questions.

Sincerely,

Eric Brendlinger
Town of Carbondale
Parks & Recreation Department Director
August 8, 2017

4th Street Plaza Park Facility use agreement, liquor permits, and special event management plan for No Man’s Land Film Festival

September 15, 16, 17, 2017

Special Event Liquor License BOT review on Tuesday, August 22, 2017

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

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

Eric Brendlinger  Carbondale Parks & Recreation Director

ebrendlinger@carbondaleco.net

www.carbondalerec.com

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

Parks & Recreation Director

Public Works Director

Police Chief

Town Manager

Town Clerk

Town Finance Director
TOWN OF CARBONDALE
PARK (OR) STREET RENTAL USE AGREEMENT
&
SPECIAL EVENT MANAGEMENT PLAN

Completing this Park (or) Street Rental Use Agreement and Special Event Management Plan is required for large special events that will impact the Carbondale community. The purpose is to assist the Event Organizer in planning their special event so that it meets the requirements established by the Town of Carbondale. This Rental Use Agreement & Special Event Management Plan should be submitted 60 days prior to the event. After review by town staff, you will be notified if the event is approved, denied, or if additional information and/or a meeting with town staff is needed.

SECTION 1 - EVENT SUMMARY:

1. NAME OF EVENT: 10 Men’s Land Film Festival

2. Primary Event Organizer: Aisha Weinhold
   a. Cell Phone:
   b. Email: aisha@nomanslandfilmfestival.org
   c. Address: Carbondale CO, 81623

3. Secondary Event Organizer: Kaki Arnaud
   a. Cell Phone:
   b. Email: Kaki@nomanslandfilmfestival.org
   c. Address: Carbondale CO, 81623

4. EVENT LOCATION: Crystal Theatre, Lauper Pad, 4th Street Park

5. EVENT DATE(s): Sept, 14th-17th, Fri-Sun

6. EVENT TIME(s): 9am - 10 pm

7. EVENT SET-UP TIME(s): 8am - 9 am

8. EVENT BREAK-DOWN TIME(s): 10 - 10:30 pm
   Procedures must be in place to avoid neighborhood noise disturbance with event break-down. Breakdown within town parks must end at 10:30 pm; and Downtown breakdown at 11:30 pm

SECTION 2 - EVENT SUMMARY INFORMATION:

1. Approximate number of people expected to attend event: 240

2. Approximate Event Personnel Numbers:
   a) Event Staff Leaders/Committee Organizers in charge: 4
   b) Event Volunteers: 20
   c) Event Contractors: ~
   d) Event Security Personnel: ~
   e) Event Vendors: ~
SECTION 3 – EVENT SITE PLAN (OR PARADE/RACE ROUTE) MAP:
Please provide an accurate detailed drawing or map depicting physical layout of event that includes the following. Must initial each requirement or write N/A (Not Applicable).

1. **Boundaries**
   - Delineate the boundary for the entire event venue, including the names of all streets or areas that are part of the venue and surrounding area: ✓
   - If the event involves a moving route of any kind, show the particular route, indicate the direction of travel, label street names, and identify any street closures: ✓
   - Locate fencing, barriers/barricades, points of ingress/egress, emergency access: ✓

2. **Site Improvements**
   - Location of stage, tents, canopies, booths, bleachers, other temporary structures: ✓
   - Location of generators, electricity sources, speakers, soundboards, lighting: ✓
   - Location area for trailers, trucks, or other event vehicles: ✓
   - Identify start & finish area (if a race): ✓

3. **Security, Medical and Safety**
   - Show security check points: ✓
   - Show placement of traffic control personnel: ✓
   - Locate first aid station, ambulance access point: ✓
   - Locate portable night lighting: ✓

4. **Transportation and Parking**
   - Identify all parking areas (on/off site): ✓
   - Locate any drop-off/pick-up areas: ✓

5. **Sanitation and Solid Waste**
   - Locate/identify restrooms/portable toilets and hand wash stations: ✓
   - Locate trash and recycle containers and dumpsters: ✓

6. **Alcohol, Food Service, Vending Booth Areas**
   - Locate bar/beer garden area, with location of security fencing and entry/exit gates: ✓
   - Location of food service vendor booths: ✓
   - Location of merchandise vendor booths; information and/or demonstration booths: ✓

7. **Smoking Area**
   - Public special events on town parks/streets are non-smoking, unless area is designated: ✓

SECTION 4 – SECURITY PLAN:
Please describe your plan to provide a safe and secure environment (required if dispensing alcohol).

1. Have you hired a professional security company to manage event security? (Yes)  (No)
   - If Yes, please provide the following information:
     - Name of Security Company:
     - Person in charge at event:
2. Will Town of Carbondale Police Dept. enforcement services be requested? (Yes) (No)  
   If Yes, please provide the following information:  
   o List purposes (security; traffic/parking control; event walk-thru):   
   o List # of officers & times when needed:   
   Town law enforcement services charged out at Town cost in an agreement with Chief of Police, who has right to place officers as deemed necessary in the best interest of public safety.

SECTION 5 – MEDICAL & EMERGENCY SERVICES PLAN:  
Please describe your medical and emergency services plan.

1. Will emergency medical services be summoned through 911? (Yes) (No)  
   If Yes, please provide the following information:  
   o Name & cell phone of on-site staff designated as medical point of contact:  

2. Will a licensed Emergency Medical Service provider or EMT be provided on-site? (Yes) (No)  
   If Yes, please provide the following information:  
   o Name & cell phone of service provider or EMT:  
   o Aid Station location & hours:   

SECTION 6 – TRANSPORTATION & ROAD CLOSURE TRAFFIC MANAGEMENT CONTROL PLAN:  
Required of events involving a road closure. Main Street closure requests require 4-6 months notification to obtain approval. Event organizers must submit an aerial drawing or map, showing event location, along with the following information shown on the drawing or map. Must initial each section.

   o Road and/or traffic lane closure request: (Yes) (No)  
   o Location of barricades and/or traffic cones:  
   o Proposed traffic flow map around road closure:  
   o Location of informational signage within road closure area:  
   o Location of safety lighting bar (if needed) within road closure area:  
   o Running or Bike Race route description (with start & finish line) if applicable:  
   o Parade route description (with start & finish) if applicable:  

With this information the Public Works Director will determine a “traffic control plan” and will indicate the required road closure barricades and road detour signage needed for the event. If equipment is supplied by the Town, it will be provided at Town cost in covering staff expenses on delivery/pickup and setup/takedown. Deposit on Town equipment may be required. At the Town’s discretion, to save expenses, Event Organizer may be requested to set up/take down and safely secure the road closure barricades and signage before and after their event with instructions from the Town. Cost to the event organizer will be determined after review of your event road closure request. If a street must be posted “No Parking” by the Town, the cost is $5.00 per side of block.

If it’s determined by the Public Works Director that the Town is unable to provide a “traffic control plan,” it may be required that the Event Organizer obtain a plan from a certified traffic control specialist. If the Public Works
Director determines that the Town lacks the necessary barricades and signage due to scope and size of road closure (with limited inventory available), it may be required that Event Organizer contract all or a portion of their road closure traffic control management need services with a privately owned traffic control company.

SECTION 7 – REFUSE/TRASH PLAN:
Event organizer shall provide for the pickup and removal of all refuse/trash and recyclable materials, both on and off event site, which results from hosting the event. Throughout the duration of the event and immediately upon conclusion, the park and/or street area must be returned to a clean condition (no later than 10:00 am the next day following event). Event organizer may use Town trash receptacles available within the event area, but will need to provide additional containers at their expense, either by hiring a trash contractor who provides appropriate containers, providing their own containers, or provide a refuse removal plan that prevents the accumulation and overflowing of refuse from containers provided by the Town.

Failure to perform adequate cleanup, or if damage occurs to public property due to event, and mitigation attempts fail, event organizers will be billed at full Town cost recovery rates for cleanup and repair. In addition, such failure may result in denial of future special event approval.

Event organizer is encouraged to consider a refuse/trash recycling plan for your event. Event organizer is further encouraged to consider creating a “Green” Event. These services can be provided for a fee by local companies. If using a contracted company please provide the following:

- Name of Service Provider: Mark Weinhold - Head of Green Team
- Contact Person: Mtn Fair & Dad
- Mailing Address:
- Cell Phone: Email: mrweinhold@gmail.com

SECTION 8 - PORTABLE RESTROOM PLAN:
Event organizer shall provide portable restroom facilities unless you can show the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event. Please make sure these facilities are shown on your site plan. Portable toilets shall be removed from event site by 11:00 am the next day following event. Event organizer is responsible for keeping both portable toilets and park bathrooms clean, unplugged, and stocked with toilet paper from beginning to end of event. Multiple day events may require portable toilets to be pumped out daily.

Do you plan to provide portable restroom facilities at your event? [ ] Yes [ ] No If yes, how many: Number of ADA accessible portable toilets: [ ]

Is portable handwashing station being provided? [ ] Yes [ ] No

If no, is there a sanitizer dispenser within toilet? [ ] Yes [ ] No

Please provide the following information regarding event portable restroom provider:
- Name of Service Provider:
- Contact Person:
- Mailing Address:
- Cell Phone: Email:

SECTION 9 – ALCOHOL MITIGATION PLAN & PERMIT REQUIRED:
Responsible sale and/or distribution of alcohol is critical to a safe and successful event. A Town of Carbondale Liquor License Special Event permit application ([$50.00 payable to: Town of Carbondale]) must be obtained from the Town Clerk, and submitted and approved by the Board of Trustees to sell alcohol (beer & wine) at your event. Only an incorporated non-profit organization is eligible for obtaining a special event liquor permit. The special
event permit you receive will prohibit the consumption of alcohol outside of a controlled area or beer garden. Liquor liability coverage with a $1,000,000 limit must be included on your certificate of insurance (also naming the Town as additionally insured). You must submit your special event liquor license application to the Town Clerk at least 30 days prior to your event. Applications submitted to the Town will require a hearing before the Town Trustees. Event Organizer must post a notice at event site 10-days prior to hearing before Town Trustees. Town Clerk will schedule hearing and provide notice board to be posted by event organizers.

If your event is going to involve the sale and/or distribution of alcoholic beverages, please provide following information:

- Hours of operation of event (include dates & times): 9 am – 10 pm Sept 15, 16

- Alcohol service times: 12 pm – 10 pm Sept 15, 16 (required ending is 15 minutes prior to event shutdown, although 30 minutes prior is recommended)

- A designated fenced-in or secured area for the dispensation and consumption of alcoholic beverages is required. Show this area on your site plan and describe measures taken to secure the area: attached

- Must provide non-transferable ID bands/bracelets for persons 21 and over (Describe your process for identifying legal vs underage patrons): ID check for all under 21 years of age. Bracelets attached by security

- Describe how TIPS trained servers will monitor alcohol consumption and intoxication: As they are trained

(Note: Servers should not consume alcohol while working a shift, and should not return to shift if they consumed alcohol)

- Describe how Security staff and/or event server volunteers will provide friendly intervention to individuals who appear intoxicated: Escort to exit, ride home

- Consider (but not required) designating a “family friendly” seating area. If included, describe the location and include on site plan: NA

- Will event provide alternative beverages to alcohol? If so, what? Yes, soda, water, etc.

- Will food be available at all times? If so, what? No. But we will have volunteers to recommend eateries

- Is there a designated smoking area? If so, describe the location and show it on your site plan: No, no smoking

- How will you handle and mitigate an obviously intoxicated person who is drunk and may be driving home? Offer ride services, call local PD
SECTION 10 – FOOD PLAN & PERMIT:
These guidelines should assist you in developing plans for food handling, preparation, and distribution in the most responsible and legal manner. Garfield County Public Health Department paperwork process for Temporary and Special Food Service Events must be followed if you will be having any event in Garfield County where food will be sold to the public. (This includes, fairs, festivals, carnivals, farmers markets.) All vendors must obtain a retail food establishment license to serve open foods (including ice), and potentially hazardous foods that need to be temperature controlled. The event organizer is required to fill out a Garfield County Public Health Event Coordinator Plan Review (appendix A) and each vendor at your event must fill out and apply for an annual Garfield County Public Health Temporary Vendor Application (Appendix B) and a Garfield County Public Health Commissary Agreement (Appendix C) Temporary Vendor Permit Flow Chart (Appendix D). All food vendors at your event must have their original Colorado Retail Food Establishment license on premise at all times.

○ Please list food vendors at your event/name of vendor and product(s) served: [Blank]

○ Vendors Exempt from Licensing (Exempt foods include popcorn or kettle corn, raw agricultural commodities such as honeycomb and uncut produce, commercially pre-packaged products that do not require refrigeration and cottage foods such as pickled fruits and vegetables, spices, teas, dehydrated produce, nuts, seeds, honey, jams, jellies, preserves, fruit butter, flour and baked goods, including candies, fruit empanadas, tortillas and other similar products that do not require refrigeration for safety. Please list food vendors exempt from licensing at your event, name of vendor and product(s) served: [Blank]

SECTION 11 – SALES TAX LICENSE SUBMITTAL PLAN:
If goods and/or services (including the sale of alcohol and food) are to be sold at event, each vendor must obtain a Town of Carbondale Sales Tax License, which they must purchase and pay for at Carbondale Town Hall, 511 Colorado Avenue. Cost is $15.00 for a temporary one-day license; $25.00 for an annual license; and FREE for a governmental agency or charitable organization. Note: A governmental agency or charitable organization must still obtain a Sales Tax License, and if making taxable sales, they shall collect sales tax and consumers shall pay sales tax on such sales.

Event organizer is responsible for submitting a list of Vendors working event to the Town of Carbondale Recreation Dept. no later than one week prior to your event. Vendors who did not obtain a Sales Tax License, and who attempt to work the event, shall be shut down by Event Organizers and/or Town staff. Event Organizers are responsible to visually verify and make sure that each vendor has their license and that it is posted within booth.

SECTION 12 – LIABILITY INSURANCE:
Liability insurance coverage must be provided for special event. If your event includes alcohol, liquor liability coverage must also be included. At least one week prior to the event, a certificate of insurance must be submitted to the Town Clerk. The certificate shall name the Town of Carbondale as an additional insured (for example: “Town of Carbondale, its officers, employees, & agents”). This commercial general liability insurance certificate requires the following minimum amount of coverage. Please initial each section.

○ $1,000,000 each occurrence; $2,000,000 aggregate: [Blank]
○ Host and general liquor liability insurance required in the same amounts listed above: [Blank]
SECTION 13 – EVENT DEBRIEFING:
An event debriefing may be held following your event at Town of Carbondale staff discretion. You are encouraged to attend this debriefing to help offer insight into the success of your event. The purpose of the debriefing will be to identify areas of success, and also areas in need of improvement, should you decide to hold your event annually.

SECTION 14 – FEES AND DEPOSITS

PARK RENTAL USER FEE:
- $100.00 User Fee per each day of use between 100 – 300 participants
- $200.00 User Fee per each day of use with over 300 participants

PARK (OR) STREET CLEANUP/DAMAGE DEPOSIT FEE:
- $200.00 Cleanup/Damage Deposit Fee for event with 100 – 300 participants
- $500.00 Cleanup/Damage Deposit Fee for events with over 300 participants

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

Event Organizer shall submit two (2) checks payable to: TOWN OF CARBONDALE

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

Initial here: 

SECTION 15 – LICENSES, PERMITS, AND FEES
Event Organizer shall adhere to all local and state requirements regarding business licenses, taxes, vending, and special event permits and policies.

Initial here: 

SECTION 16 – INDEMNIFICATION:
Event Organizer agrees to indemnify the Town, its officers, agents and employees, and to hold them harmless as to any claim, liability or damages, including attorney fees and court costs, arising out of, or directly or indirectly resulting from the conduct of the event.

Certificates of insurance shall be provided to the Town Clerk at least one week prior to event.

Initial here: 

SECTION 17 – CANCELLATION OF EVENT:
Event may be cancelled by the Carbondale Town Manager, or his designee, if a recommendation is made by the Parks & Recreation Director, Public Works Director, or Chief of Police that the terms of this Agreement
and Event Management Plan are not substantially fulfilled in a timely manner, or in the event of an unforeseen catastrophic event or act of God. In the event of such cancellation, the Town shall remit to Event Organizer all rental fees and damage deposits minus any expenditures incurred by the Town. Neither party shall be liable to the other for any lost profits, lost revenues or consequential damages in the event of such cancellation.

Initial here: 

SECTION 18 – RELEASE OF LIABILITY:
The Town assumes no responsibility whatsoever, for any non-municipal property used within the premises of Event, and the Town is hereby expressly released and discharged from any and all liabilities for any loss, injury or damages to any person or property of Event Organizer, its employees, agents and concessionaires, or of any performer or spectator that may be sustained by reason of the occupancy within the premises of event under this Agreement.

Initial here: 

SECTION 19 – AUTHORITY TO CONTRACT:
The Town of Carbondale and Event Organizer represent that each has the power to enter into this Agreement, and grant or receive as the case may be, the license herein granted; each represents that it does not require the consent of any other person or entity (governmental or otherwise), and that this Agreement constitutes a valid and binding obligation of the Town of Carbondale and Event Organizer which is enforceable against the respective parties in accordance with the terms hereof.

Initial here: 

SECTION 20 – ATTORNEY’S FEES:
In the event that suit is brought (or arbitration instituted) or any attorney is employed or retained by any party to this Agreement to enforce the terms of this Agreement, to collect any money due there under, or to collect any money damages for breach thereof, the prevailing party shall be entitled to recover, in addition to any other remedy, reimbursement for reasonable attorney’s fees and costs incurred in connection therewith, including the reasonable value of salaried attorney’s time.

Initial here: 

Event Organizer Name (Please print): Aisha Weinhold

Signature: 
Date: 7/28/2017
SPECIAL EVENT MANAGEMENT PLAN STAFF REVIEW & RECOMMENDATION
(With Comments, Conditions, and/or Requirements for Event)

PARKS & RECREATION DIRECTOR:

Approval:  
Approval Pending: (see above)  
Denial:  
Signature:  
Date: 8/8/2017

PUBLIC WORKS DIRECTOR:

Approval:  
Approval Pending: (see above)  
Denial:  
Signature:  
Date: 8-10-17

CHIEF OF POLICE:

Approval:  
Approval Pending: (see above)  
Denial:  
Signature:  
Date: 8/11/17

TOWN CLERK: (Liquor Licensing Approval)

Special Event Liquor License Hearing scheduled for 8/22/17

Approval:  
Approval Pending: (see above)  
Denial:  
Signature:  
Date: 8/14/17

TOWN MANAGER:

Approval:  
Approval Pending: (see above)  
Denial:  
Signature:  
Date: 9/14/17
To: Mayor Dan Richardson and
   Carbondale Board of Trustees

From: Gene Schilling
       Chief of Police, Carbondale Police Department

Ref.: Liquor License Special Event for Roaring Fork Mountain Bike Association to be held
      at the Third Street Center from 4:00 p.m. to 10:00 p.m. on September 14, 2017.

Date: August 8, 2017

I have found no records that would cause me to recommend denial of this liquor license
special event application to serve alcohol on September 14, 2017 at this event.

Matt Laufer / 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
- FRATERNAL
- PATRIOTIC
- POLITICAL
- ATHLETIC - NON-PROFIT
- CHARTERED BRANCH, LODGE OR CHAPTER OF A NATIONAL ORGANIZATION OR SOCIETY
- RELIGIOUS INSTITUTION
- PHILANTHROPIC INSTITUTION
- POLITICAL CANDIDATE
- MUNICIPALITY

TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR:

- MALT, VINOUS AND SPIRITUOUS LIQUOR $50 PER DAY
- FEMINATED MALT BEVERAGE (3.2 BEER) $10 PER DAY

LIQUOR PERMIT NUMBER

STATE SALES TAX NUMBER (REQUIRED)

1. NAME OF APPLICANT ORGANIZATION OR POLITICAL CANDIDATE

Rearring Fork Mountain Bike Assn.

2. MAILING ADDRESS OF ORGANIZATION OR POLITICAL PARTY

RFMBA
PO Box 2635
Aspen, CO 81611

3. ADDRESS OF SPECIAL EVENT

520 Third Street
Carbondale, CO

NAME
MIKE PRITCHARD

DATE OF BIRTH

EMAIL ADDRESS

PHONE NUMBER

4. PRES/SECY OF ORG. OR POLITICAL CANDIDATE

MATT LAUTER

5. EVENT MANAGER


6. HAS APPLICANT ORGANIZATION OR POLITICAL CANDIDATE BEEN ISSUED A SPECIAL EVENT PERMIT THIS CALENDARE YEAR?

X NO YES HOW MANY DAYS?

STATE LIQUOR OR BEER CODE?

7. IS PREMISES NOW LICENSED UNDER

X NO YES TO WHOM?

TO BE LICENSED?

8. DOES THE APPLICANT HAVE POSSESSION OR WRITTEN PERMISSION FOR THE USE OF THE PREMISES

X YES HOW MANY DAYS?

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

<table>
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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

MATT

TITLE

BOARD MEMBER

DATE

8.7.17

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, Wayne W. Williams, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

Roaring Fork Mountain Bike Association - RFMBA

is a Nonprofit Corporation

formed or registered on 04/16/2014 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 20141242368.

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 12/29/2015 that have been posted, and by documents delivered to this office electronically through 12/31/2015 @ 13:30:57.

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 12/31/2015 @ 13:30:57 in accordance with applicable law. This certificate is assigned Confirmation Number 9434932.

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/CO_Certificate/ValidateCertificate by 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.CO.US click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."
**THIRD STREET CENTER**

**ROOM RENTAL AGREEMENT**

Name of Organization: **KFMBA**  
Contact:  
Phone:  
Email:  
Address:  

Event Description:  
Number Attending:  
Date of Event: **9/4/2017**  
Beginning Time:  
Ending Time:  

<table>
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<tr>
<th>Rooms Available</th>
<th>Non Profit</th>
<th>For Profit/Private Events</th>
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| **Board Room (BR)**  
(Occupancy 15)  
Includes conference table & chairs. | $80/day $10/hour | $120/day $15/hour |
| **Calaway Room (CR)**  
(Occupancy 80)  
Includes 80 chairs and 15 tables. | $150/day $25/hour | $500/day $65/hour |
| **Round Room (RR)**  
(Occupancy 125)  
[Evenings & weekends only] NO ALCOHOL | $250/day $35/hour | $500/day $65/hour |
| **Gym Space (GYM)**  
Occupancy 300 seated / 400 standing | $400/day (8-5) $50/hour  
$450/ night (5-11)  
$600 all day/night | $600/day $100/hour  
$800/ night  
$1,000 all day/night |

Additional Rates (determined by number of people, food & alcohol)  
Cleaning / Trash-Recycle-Compost (over 40 people and/or with food – one hour minimum) $40/hour  
Security / Staff (for all events after hours or serving alcohol - two hour minimum) $40/hour  
* For any audio/visual needs above what is provided in the rooms, please contact TSC for a quote.

Cleaning / Damage Deposit (Must be paid in full at time of reservation)  
Meetings -$100  
Events w food/drink - $250  
Private & Large Events - $800 (GYM) / $500 (CR)  
(Please pay Deposit with separate check to be returned if facility is left in original, clean, undamaged condition)

Please fill out payment information on next page:

520 South Third Street, Carbondale, CO 81623
T 970.963.3221 F 970.963.0178
www.thirdstreetcenter.net
Cathy Derby

From: Matt Laufer <matthew.laufer@gmail.com>
Sent: Monday, August 07, 2017 2:42 PM
To: Cathy Derby
Subject: RFMBA Movie Night - Third Street Center - September 14th 2017

Hello,

Thanks again for your assistance and patience getting this sorted out! Below is the narrative of our event. Let me know if I missed anything. Also, please remind me when I have to come back and pick up the poster to hang for the liquor license.

Let me know if you hear from Colin, otherwise I'll follow up with both of you tomorrow.

Best,

Matt Laufer

"The Roaring Fork Mountain Bike Association is hosting the GiddyUp! Film Tour which showcases this seasons premier mountain biking film shorts. The even will run from 6-9pm on September 14th, 2017 at the Third Street Center in Carbondale, CO. There will be 2 45-minute segments with an intermission. The intent is to both celebrate and raise awareness of our accomplishments advocating for mountain bike trails in the Roaring Fork Valley.

Beer will be served at the even. One of our board members will be checking IDs and taking drink tickets. The cost of $15 will include 2 beers but we will not be serving additional beer. This is a casual celebration of mountain biking in the RFV, and while beer will be served, it is not a focus of the event. We will be having the event in the Calaway Room at the Third Street Center, and beer consumption will be limited to that area. There is a small courtyard immediately next to the Calaway room that will be taped off to allow participants to go outside but limit where they can go with beer."
July 20, 2017

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

Roaring Fork Mountain Bike Association has rented the Calaway Room for an event on September 14, 2017 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 stay within the Calaway Room and should not be in any other part of the building nor outside the facility. We will coordinate security for the event and building.

Sincerely,

Colin Laird
Director
Third Street Center

A community place promoting inspiration, sustainability and creative exchange

520 South Third Street, Carbondale, CO 81623
T 970.963.3221 F 970.963.0178
www.thirdstreetcenter.net
Calaway Room
To: Mayor Dan Richardson and
     Carbondale Board of Trustees

From: Gene Schilling
      Chief of Police, Carbondale Police Department

Ref.: Liquor License Special Event for Oktoberfest/Celtic Fest on September 22nd from
      5:00 pm—9:00 pm and September 23rd from 11:00 am—9:00 pm at the 4th Street
      Plaza.

Date: August 14, 2017

I have found no records that would cause me to recommend denial of this liquor license
special event application to serve alcohol at Oktoberfest, September 22nd and 23rd, 2017 at
the 4th Street Plaza.

Eric Brendlinger / Representative on behalf of the Town of Carbondale

Jamie Wall / Representative on behalf of the Town of Carbondale

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
☐ FEMENTERED MALT BEVERAGE (3.2 BEER) $10 PER DAY

LIQUOR PERMIT NUMBER

1. NAME OF APPLICANT ORGANIZATION OR POLITICAL CANDIDATE
   Town of Carbondale Recreation

2. MAILING ADDRESS OF ORGANIZATION OR POLITICAL PARTY
   507 Colorado Ave
   Carbondale, CO 81623

STATE SALES TAX NUMBER (REQUIRED)
07-80780

3. ADDRESS OF SPECIAL EVENT
   Fourth & Main
   Carbondale, CO 81623

NAME
Eric Brendlinger

DATE OF BIRTH

EMAIL ADDRESS

PHONE NUMBER

4. PRES/SECR OF ORG. OR POLITICAL CANDIDATE

5. EVENT MANAGER
   James Wall

6. HAS APPLICANT ORGANIZATION OR POLITICAL CANDIDATE BEEN ISSUED A SPECIAL EVENT PERMIT THIS CALENDAR YEAR?
   ☑ NO      ☐ YES    HOW MANY DAYS?

7. IS PREMISES NOW LICENSED UNDER STATE LIQUOR OR BEER CODE?
   ☑ NO      ☐ YES    TO WHOM?

8. DOES THE APPLICANT HAVE POSSESSION OR WRITTEN PERMISSION FOR THE USE OF THE PREMISES TO BE LICENSED?
   ☑ YES     ☐ NO      HOW MANY DAYS?

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

Date 9/22/17
Hours From 5pm to 9pm

Date 9/23/17
Hours From 11am to 9pm

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

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
July 31, 2017

Cathy Derby, Town Clerk
Town of Carbondale
511 Colorado Avenue
Carbondale, CO 81623

RE: Town of Carbondale Parks & Recreation Department’s Use of 4th Street Plaza & Park for Celticfest and Oktoberfest.

Dear Cathy:

This letter is to notify you that the Town of Carbondale Recreation Department has permission to host the annual Celticfest and Oktoberfest on 4th street and the 4th street plaza and park on September 22 & 23, 2017.

Sincerely,

*Signature*

Eric Brendlinger
Parks & Recreation Director
(970) 510-1277
July 25, 2017

Town Facility use agreement, , street and park rental use agreements and special event management plan and liquor permits for the Celticfest and Oktoberfest.

September 22 & 23, 2017

Special Event Liquor License BOT review on Tuesday, August 22, 2017

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

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

Eric Brendlinger  Carbondale Parks & Recreation Director

ebrendlinger@carbondaleco.net

www.carbondalerec.com

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

Parks & Recreation Director  
Public Works Director  
Police Chief  
Town Manager  
Town Finance Director  
Town Clerk
TOWN OF CARBONDALE
PARK (OR) STREET RENTAL USE AGREEMENT
&
SPECIAL EVENT MANAGEMENT PLAN

Completing this Park (or) Street Rental Use Agreement and Special Event Management Plan is required for large special events that will impact the Carbondale community. The purpose is to assist the Event Organizer in planning their special event so that it meets the requirements established by the Town of Carbondale. This Rental Use Agreement & Special Event Management Plan should be submitted 60 days prior to the event. After review by town staff, you will be notified if the event is approved, denied, or if additional information and/or a meeting with town staff is needed.

SECTION 1 - EVENT SUMMARY:

1. NAME OF EVENT: Celtic Fest and Oktoberfest

2. Primary Event Organizer: Jessi Rochel
   a. Cell Phone: 970.274.2821
   b. Email: jrochel@carbondaleco.net
   c. Address: 222 Holland Thompson Drive, Carbondale, CO 81623

3. Secondary Event Organizer: Jamie Wall
   a. Cell Phone: 608.385.9252
   b. Email: jwall@carbondaleco.net
   c. Address: 732 Minter Ave, Glenwood Springs, CO 81601

4. EVENT LOCATION: 4th Street Plaza, Carbondale, CO 81623

5. EVENT DATE(s): Friday, September 22 and Saturday, September 23

6. EVENT TIME(s): 5pm-9:30pm Friday, 11am-9:30pm Saturday

7. EVENT SET-UP TIME(s): Thursday, September 21 all day (tent scheduled to arrive at 8am—4th Street will be closed first thing in the morning)

8. EVENT BREAK-DOWN TIME(s): Saturday, September 23 post event (9:30pm-11pm) and Sunday, September 24 morning (tent scheduled to be gone by midday—4th Street opened by noon)
   Procedures must be in place to avoid neighborhood noise disturbance with event break-down. Breakdown within town parks must end at 10:30 pm; and Downtown breakdown at 11:30 pm

SECTION 2 - EVENT SUMMARY INFORMATION:

1. Approximate number of people expected to attend event: 1000-2000

2. Approximate Event Personnel Numbers:
   a) Event Staff Leaders/Committee Organizers in charge: 4
   b) Event Volunteers: 40-50
   c) Event Contractors: 10-12
   d) Event Security Personnel: 2-4
1. Have you hired a professional security company to manage event security?  (Yes)  (No)
   If Yes, please provide the following information:
   - Name of Security Company: ACE Security
   - Person in charge at event: Eric Gutierrez
   - Cell Phone contact at event: 970.393.3451
   - Email address at event: acesecuritynsafety@gmail.com
   - Number of security personnel assigned to event: 2-4
   - Event times they will be in place: 4 security personnel will be in place 5pm-10pm Friday night
     (patrolling throughout event and/or assisting at the entrance/exit); 2 security personnel will be
     used from 11pm-3pm on Saturday and 4 security personnel will be in place from 3pm-10pm on
     Saturday
   - Describe duties & functions: Patrolling, guarding exits/entrances, assistance with any
     scenarios that might arise, watching for underage drinking

2. Will Town of Carbondale Police Dept. enforcement services be requested?  (Yes)  (No) (I do
   respectfully request that officers walk through if possible at intervals during the events)
   If Yes, please provide the following information:
   - List purposes (security; traffic/parking control; event walk-thru): ________________________________
   - List # of officers & times when needed: ________________________________
   Town law enforcement services charged out at Town cost in an agreement with Chief of Police, who
   has right to place officers as deemed necessary in the best interest of public safety.

SECTION 5 – MEDICAL & EMERGENCY SERVICES PLAN:
Please describe your medical and emergency services plan.

1. Will emergency medical services be summoned through 911?  (Yes)  (No)
   If Yes, please provide the following information:
   - Name & cell phone of on-site staff designated as medical point of contact: Jessi Rochel
     970.274.2821 or Jamie Wall 608.385.9252

2. Will a licensed Emergency Medical Service provider or EMT be provided on-site?  (Yes)  (No)
   If Yes, please provide the following information:
   - Name & cell phone of service provider or EMT: ________________________________
   - Aid Station location & hours: ________________________________

SECTION 6 – TRANSPORTATION & ROAD CLOSURE TRAFFIC MANAGEMENT CONTROL PLAN:
Required of events involving a road closure. Main Street closure requests require 4-6 months notification to
obtain approval. Event organizers must submit an aerial drawing or map, showing event location, along with the
following information shown on the drawing or map. Must initial each section.

- Road and/or traffic lane closure request:  (Yes)  (No)
- Location of barricades and/or traffic cones: JKR
- Proposed traffic flow map around road closure: JKR
- Location of informational signage within road closure area: JKR
- Location of safety lighting bar (if needed) within road closure area: JKR
- Running or Bike Race route description (with start & finish line) if applicable: N/A
- Parade route description (with start & finish) if applicable: N/A
Please provide the following information regarding event portable restroom provider:

- **Name of Service Provider:** Mountain Waste
- **Contact Person:** Jeremy Frees
- **Mailing Address:** PO Box 1474, Carbondale, CO 81623
- **Phone:** 970.963.3435
- **Email:** jeremy.frees@mountainwaste.com

**SECTION 9 – ALCOHOL MITIGATION PLAN & PERMIT REQUIRED:**

*Responsible sale and/or distribution of alcohol is critical to a safe and successful event. A Town of Carbondale Liquor License Special Event permit application ($50.00 payable to: Town of Carbondale) must be obtained from the Town Clerk, and submitted and approved by the Board of Trustees to sell alcohol (beer & wine) at your event. Only an incorporated non-profit organization is eligible for obtaining a special event liquor permit. The special event permit you receive will prohibit the consumption of alcohol outside of a controlled area or beer garden. Liquor liability coverage with a $1,000,000 limit must be included on your certificate of insurance (also naming the Town as additionally insured). You must submit your special event liquor license application to the Town Clerk at least 30 days prior to your event. Applications submitted to the Town will require a hearing before the Town Trustees. Event Organizer must post a notice at event site 10-days prior to hearing before Town Trustees. Town Clerk will schedule hearing and provide notice board to be posted by event organizers.*

If your event is going to involve the sale and/or distribution of alcoholic beverages, please provide following information:

- **Hours of operation of event (include dates & times):** Friday, September 22, 5pm-9:30pm; Saturday, September 23, 11am-9:30pm
- **Alcohol service times:** Alcohol service will begin at 5pm on Friday and 11am on Saturday. Last call will be announced at 8:30pm (as well as posted prominently on signs), 30 minutes prior to end of alcohol service at 9pm (this info will also be prominently displayed) (required ending is 15 minutes prior to event shutdown, although 30 minutes prior is recommended)
- **A designated fenced-in or secured area for the dispensation and consumption of alcoholic beverages is required. Show this area on your site plan and describe measures taken to secure the area:** Alcoholic beverages will be allowed under the tent, within the 4th Street Plaza, and on the grassy area to the east of 4th Street. There will be only one entrance/exit that will be staffed at all times. Appropriate signage will be posted around the boundaries. The designated areas in which to drink will be cordoned off using plastic fencing. Security personnel will patrol the perimeters and also keep an eye on the south side of 4th street where people try to break the fencing to enter/exit
- **Must provide non-transferable ID bands/bracelets for persons 21 and over (Describe your process for identifying legal vs underage patrons):** Everybody intending to drink will be ID’d and those that can provide proper identification will be issued a wristband. Every single person drinking must have a legal photo ID on their person at the event, and they must show this to the CRCC staff at the entrance.
- **Describe how TIPS trained servers will monitor alcohol consumption and intoxication:** Jessi, Jason, and Eric are all TIPS trained—at least one and up to all four will be present at all times at the event, and will closely monitor alcohol sales and service. Volunteers and security personnel will be instructed to watch for signs of intoxication throughout the event. Visibly intoxicated patrons will not be served and if they are caught drinking will be escorted from the event premises.
  *(Note: Servers should not consume alcohol while working a shift, and should not return to shift if they consumed alcohol)*
- **Describe how Security staff and/or event server volunteers will provide friendly intervention to individuals who appear intoxicated:** All event volunteers will be instructed to not serve and/or remove alcohol from intoxicated patrons and immediately locate staff or security personnel to handle any escalating situations. Patrons who refuse to comply will be asked to leave and then escorted from the premises of the event by security or full-time CRCC staff.
SECTION 13 – EVENT DEBRIEFING:
An event debriefing may be held following your event at Town of Carbondale staff discretion. You are encouraged to attend this debriefing to help offer insight into the success of your event. The purpose of the debriefing will be to identify areas of success, and also areas in need of improvement, should you decide to hold your event annually.

SECTION 14 – FEES AND DEPOSITS

- waived due to Town Sponsored Event

PARK RENTAL USER FEE:
- $100.00 User Fee per each day of use between 100 – 300 participants
- $200.00 User Fee per each day of use with over 300 participants

PARK (OR) STREET CLEANUP/DAMAGE DEPOSIT FEE:
- $200.00 Cleanup/Damage Deposit Fee for event with 100 – 300 participants
- $500.00 Cleanup/Damage Deposit Fee for events with over 300 participants

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

Event Organizer shall submit two (2) checks payable to: TOWN OF CARBONDALE

One check designated for Rental User Fee of the Park/Street, and the other check designated for Park/Street Cleanup/Damage Deposit Fee. These fees must be submitted at least 7-days prior to event. Please note that if the Town deems necessary, a portion of the cleanup/damage deposit fee may be utilized by the Town for the purpose of payment of unforeseen costs necessary to insure and protect public safety during the event, and to ensure the terms and conditions of this Rental Agreement are fulfilled. The deposit shall not limit Event Organizer from liability for such expenses in excess of the Cleanup/Damage Deposit Fee submitted. A refund check for deposit amount (minus any deductions if required) will be issued after the event.

Initial here: JKR

SECTION 15 – LICENSES, PERMITS, AND FEES
Event Organizer shall adhere to all local and state requirements regarding business licenses, taxes, vending, and special event permits and policies.

Initial here: JKR

SECTION 16 – INDEMNIFICATION:
Event Organizer agrees to indemnify the Town, its officers, agents and employees, and to hold them harmless as to any claim, liability or damages, including attorney fees and court costs, arising out of, or directly or indirectly resulting from the conduct of the event.

Certificates of insurance shall be provided to the Town Clerk at least one week prior to event.

Initial here: JKR

SECTION 17 – CANCELLATION OF EVENT:
SPECIAL EVENT MANAGEMENT PLAN STAFF REVIEW & RECOMMENDATION
(With Comments, Conditions, and/or Requirements for Event)

RECREATION DIRECTOR:

________________________________________________________________________

Approval: [Signature] Approval Pending: __________ (see above) Denial: __________

Signature: [Signature] Date: 7/21/2017

PUBLIC WORKS (PARKS) DIRECTOR:

________________________________________________________________________

Approval: [Signature] Approval Pending: __________ (see above) Denial: __________

Signature: [Signature] Date: 7/25/2017

CHIEF OF POLICE:

________________________________________________________________________

Approval: [Signature] Approval Pending: __________ (see above) Denial: __________

Signature: [Signature] Date: 7/28/2017

TOWN CLERK: (Liquor Licensing Approval)

________________________________________________________________________

Approval: __________ Approval Pending: __________ (see above) Denial: __________

Signature: [Signature] Date: 8/3/2017

TOWN MANAGER:

________________________________________________________________________

Approval: [Signature] Approval Pending: __________ (see above) Denial: __________

Signature: [Signature] Date: 8/9/17
TOWN OF CARBONDALE
511 COLORADO AVENUE
CARBONDALE, CO 81623

Board Trustees Agenda Memorandum

Meeting Date: 8/22/2017

TITLE: SP MANUFACTURING, LLC – Modification Application Changing Hours of Operation

SUBMITTING DEPARTMENT: Manager

ATTACHMENTS: S.P. Manufacturing Retail and Medical Marijuana Modification Applications

BACKGROUND: Currently S.P. Manufacturing, LLC’s retail and medical marijuana products manufacturing facility hours are 8:00 am to 6:00 p.m. They are requesting to change their hours to 6:00 a.m. to 8:00 p.m. due to the bridge closure

FINANCIAL: The $100 fee for each modification application has been paid.

DESIRE DESIRED OUTCOME: Staff recommends that the Board make a motion to modify the hours of operation for S.P. Manufacturing LLC’s retail and medical marijuana products manufacturing facility hours from 8:00 am to 6:00 p.m. to 6:00 a.m. to 8:00 p.m.

Prepared By: Cathy Derby

Town Manager
RETAIL MARIJUANA LICENSE APPLICATION

Date of Application: 8/7/17  Date Application Deemed Complete: 8-7-17

Date of Public Hearing: N/A
To be scheduled within 45 days from date application deemed complete

This application is for the following Premises Location License Type (please check only one [1] license type and file a separate complete RM License Application if another license type is applicable):

☐ Retail Marijuana Store
☐ Retail Marijuana Products Manufacturing Facility*
☐ Transfer of Ownership (reallocate among current owners)
☐ Testing Facility
☐ Change of Corporation or LLC Structure

☐ Retail Marijuana Cultivation Facility*
☐ Retail Marijuana Testing Facility
☐ Transfer of location
☐ Modification/Alteration of Premises

* 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: SP Manufacturing, LLC

Trade Name of Establishment (doing business as): None

Applicant Contact Name (please print): Jeff Springer

Address of Premises Location:
500 Buggy Circle, LL5 & LL6, Carbondale, CO 81623

Street Address  City  State  Zip Code

Business Mailing Address (if different from Premise location):
PO Box 4310, Aspen, CO 81612

Street Address  City  State  Zip Code

Business Phone: None  Emergency Phone: 303.725.4012

Business Email Address: None  Website Address: www.silverpeakapothecary.com

Town Sales Tax License No:  State Sales Tax License No:

State Medical Marijuana License No:
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>Mike Woods</td>
<td>Basalt, CO 81621</td>
<td></td>
<td>AGENT</td>
<td>18.18</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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<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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</thead>
<tbody>
<tr>
<td>Jordan A. Lewis</td>
<td>Aspen, CO 81611</td>
<td></td>
<td>CEO</td>
<td>82.82</td>
</tr>
<tr>
<td>Mike Woods</td>
<td>Basalt, CO 81621</td>
<td></td>
<td>COO</td>
<td>18.18</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):

2
<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>
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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>
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<tbody>
<tr>
<td>PD Investments</td>
<td>SP Manufacturing, LLC</td>
<td>9.12.18</td>
</tr>
</tbody>
</table>

Building Owner’s Mailing Address:
132 Park Avenue, Basalt, CO 81621
Street Address:  
City  
State  
Zip Code  
Contact Phone Numbers: 970.927.9119

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>
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</table>

Name of on-site manager for licensed premises: Chad Fox

Home Address:  
Aspen CO 81611
Street Address:  
City  
State  
Zip Code  

3
Business Cell Phone Number: 303.725.4012

Email Address: cbx@silverpeakapothecary.com

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>
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</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>Please see attached</td>
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</tbody>
</table>

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

Monday 6:00 am to 8:00 pm
Tuesday 6:00 am to 8:00 pm
Wednesday 6:00 am to 8:00 pm
Thursday 6:00 am to 8:00 pm
Friday 6:00 am to 8:00 pm
Saturday 6:00 am to 8:00 pm
Sunday 6:00 am to 8:00 pm

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.

<table>
<thead>
<tr>
<th>Authorized Signature</th>
<th>Printed Name and Title</th>
<th>Date</th>
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<tbody>
<tr>
<td></td>
<td>Chad A. Fox</td>
<td>8/7/17</td>
</tr>
</tbody>
</table>
FOR TOWN INTERNAL USE ONLY

Applicant Name: SP Manufacturing
Trade Name: NA

Premises Address: 525 Biggy Circle, LLC
City: Canfield
State: CO
Zip Code: 81623

Finance Department (Date Applied for New Sales Tax License) [ ] Approved [ ] Denied
Basis for recommendation: # 2872

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: [ ]

Planning Department (Date Sent: 9/4/17) As to distance measurements, allowed zoning, signage for New License is recommended to be:
[ ] Approved [ ] Denied
Basis for recommendation: [ ]

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: on vacation

Town Manager (Date Sent: 9/6/17) 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
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:  
☐ 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:  
☐ Corporation  ☐ Individual  ☐ Limited Liability Company
☐ Other (Specify)  
☐ Partnership (includes Limited Liability and Husband/Wife Partnerships)

Applicant Name:  
SP Manufacturing, LLC

Social Security Number:  
DOB:

Applicant’s Address:  
500 Buggy Circle, LL5 & LL6

Applicant’s Home or Cell Phone:

List Previous Addresses for the Past Two Years

Previous Address:  
Date:  
Previous Address:  
Date:

Previous Address:  
Date:  
Previous Address:  
Date:

Trade Name of Establishment (DBA):  
Business Phone:

Address of Premises:  
500 Buggy Circle, LL5 & LL6  
Town Sales Tax Number:  
002872

Mailing Address:  
PO Box 4310, Aspen, CO 81612

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 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: Jordan A. Lewis
Address: ; Aspen, CO 81611

Name: Michael E. Woods
Address: Basalt, CO 81621

Name of Manager or Proposed Manager: Chad Fox
Address of Manager or Proposed Manager: ; Aspen CO 81611

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: 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 employees to comply with the provisions of the Town of Carbondale Ordinance No. 3 Series of 2011, which affects my license.

Applicant Signature: [Signature] Date: 8/7/17 Title: General Manager

REPORT AND APPROVAL OF LOCAL LICENSING AUTHORITY

THE TOWN CLERK HERBY AFFIRMS THAT EACH PERSON REQUIRED HAS:

- Been fingerprinted: X Yes □ No
- Been subject to a background investigation: X 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: X Yes □ No

THIS APPLICATION HAS BEEN: □ Approved □ Denied

Authorized Signature: [Signature] Title: [Title] Date: [Date]

Planning and Zoning: REVIEW AND COMMENTS:

RECOMMENDATION: □ Approved □ Denied

Conditions Suggested:

Building Department: REVIEW AND COMMENTS:

RECOMMENDATION: □ Approved □ Denied

Conditions Suggested:

Town of Carbondale Police Department: REVIEW AND COMMENTS:

RECOMMENDATION: □ Approved □ Denied

Conditions Suggested:

Town Manager: REVIEW AND COMMENTS:

RECOMMENDATION: □ Approved □ Denied

Conditions Suggested:
RESOLUTION NO. 10
SERIES OF 2017

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF CARBONDALE CLARIFYING IMMIGRATION STATUS RELATED POLICIES

WHEREAS, the Town of Carbondale recognizes the importance of all the persons in the community, regardless of immigration status;

WHEREAS, the Town of Carbondale seeks to clarify the Town policy with respect to the immigrant community in the Town;

WHEREAS, the Town of Carbondale continues to strive to find the best way to support all members of the Town’s community while recognizing the rule of law;

WHEREAS, the immigrant community in the Town of Carbondale contributes to the social, educational, and economic life of the Town;

WHEREAS, Town of Carbondale supports comprehensive immigration reform that provides a clear path for immigrants to legally live, work and become citizens of the United States. The public safety and wellbeing of all residents of the Town is not served when immigrants are afraid to report crimes, bear witness, and seek essential services for fear of deportation;

WHEREAS, the Town of Carbondale is committed to fostering and ensuring equality and freedom from persecution regardless of immigration status.

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

1. Town policy with respect to the immigrant community:
   a. No Town employee shall inquire into a person’s immigration status unless such inquiry directly relates to a service request or the information is required to provide a Town service.
   b. No Town employee shall take action solely based on a person’s immigration status.
   c. Participation and/or partnership in agreements of any type with or that serve the function of federal immigration officials, whether formal or informal, shall require Board of Trustee approval unless such participation is part of an on-going criminal investigation.

2. Establishment of Outreach Program. The Town desires to provide more opportunity for the members of the immigrant community and the officers of the Town to interact and
foster a culture of communication. To that end the Town will establish an outreach program where members of the community can meet with the officers of the Town to discuss the current policy of the police with respect of immigration status, to explain the role of the Town police in the enforcement of immigration law and explain how, to keep our community safe, no resident of the Town should fear deportation for reporting a crime.

(3) Public Relations Officer. The Town desires that the Chief of Police designate one officer or employee as a “Public Relations Officer.” Such officer will be charged with participating in the Outreach Program established in part (2) of this resolution and being the point person with respect to interacting with and explaining Town policy to, the immigrant community of the Town.

(a) The Town shall provide such training and support as the Chief of Police deems necessary to fulfill the goal of this policy.

(4) The Town supports the State of Colorado providing locations and staff to implement SB 13-251 as having properly licensed drivers on our roads is a statewide public safety issue.

(5) The Town deems this resolution necessary to protect and maintain the safety of all residents of Carbondale.

(6) Nothing in this resolution shall be construed to prohibit or restrict any Town departments or personnel from doing any of the following with respect to information regarding the immigration status of any individual: (1) sending such information to, or requesting or receiving such information from, the Immigration and Naturalization Service; (2) maintaining such information; or (3) exchanging such information with any other federal, state, or local government entity.

INTRODUCED, READ AND PASSED this ____ day of August, 2017

Town of Carbondale, Colorado

By: ______________________________
Dan Richardson, Mayor

ATTEST:

_____________________________
Cathy Derby, Town Clerk
Memorandum

Subject: Waiver on Municipal Code Section 7-6-10

Project: Vegetation Management using Goats along the Rio Grande Trail

Date: August 15, 2017

To: Town of Carbondale, E-Board and Town Trustees

From: RFTA: Brett Meredith, RFTA Trails and Corridor Manager

This memo is to inform the Town of Carbondale Staff on a current project that RFTA is undertaking and to ask for a variance/waiver on Section 7-6-10 of the Municipal Code. This is the second year of the project.

- Sec. 7-6-10. - Stabled or pastured animals; number limitation.

  No horses, cattle, cows, swine, sheep, goats or asses shall be housed, stabled, corralled, pastured or otherwise kept within the Town limits.

  (Ord. No. 1, 1948 §1; prior code 8.04.010; Ord. No. 8, 2015 §1, 8-11-2015)

In the attempt to eliminate harmful herbicides, RFTA has hired Goat Green, LLC and their herd of goats to browse the Rio Grande Trail corridor to help eliminate noxious weeds and to rebuild the ecosystem and soil health. Goat Green is a professional outfit that has been perfecting this technique over the last 20 years. Goat Green will utilize expert staff members, Border collies, a guard dog, and electric fencing to manage and move the goats. I can provide documents stating the benefits of using goats vs. chemicals/herbicides, but I think the Town of Carbondale already understands the subject matter and the associated harm with chemicals. Please let me know if you need back-up documentation. The primary goals of this project are to build living soil and ecosystem health, education/outreach, and the elimination of noxious weeds. Once the soil is healthy, native species will have the
ability to thrive and keep the noxious weeds at bay. RFTA will be broadcasting native seed ahead of the goats.

RFTA would like to ask permission to graze the goats through town and possibly coral them at the Gus Darien Rodeo Grounds, which is just outside of Town limits. We anticipate the operation to reach Carbondale in late August or early/mid-September. Goat Green staff would need to camp on the Rodeo Grounds, as well. We understand that there will be some challenges with having the goats graze through town, such as dogs, cyclists, and the potential for predation. However, the goats will only be passing through Carbondale on the Rio Grande Trail corridor and we don’t anticipate the goats being in town limits very long. Furthermore, RFTA and Goat Green will be sending out a press release reminding trail users that they must adhere to the Rio Grande Trail Rules and Regulations and keep their dogs on leashes, especially where the goats are working. RFTA will be posting to social media and our website with informational updates as the project moves forward, such as where they will be on what day.

For more information, visit Goat Green’s website: [http://www.goatseatweeds.com/](http://www.goatseatweeds.com/). See below for the FAQ’s from their website. I can also provide you with some documents that compare the costs of goats vs. chemicals and all of the benefits associated with using goats. However, it is difficult to get hard costs on all of the benefits of using goats vs. chemicals. If you are interested in learning more about the daily operations or an on-site visit, please contact Brett.

Should you have any questions about this memo, please feel free to contact me.

Brett Meredith
RFTA Trails and Corridor Manager
970.384.4975
Frequently Asked Questions (from www.goatseatweeds.com)

Goats are an alternative method of noxious weed control that is environmentally friendly and rancher friendly. Here are some commonly asked questions:

**Why use goats to manage weeds?** Goats are browsers—cattle and sheep are grazers. Goats prefer to eat plants that are at eye level and above, grazers prefer the natural grasses down low. By allowing the goats to browse the brush and underground of invasive species, weeds, dead brush and leaves, the natural grasses can recover.

**Goats will eat just about anything, but what’s their favorite food?** Weeds, like the knap weeds and yellow star thistle. Goats eat all poisonous plants, which does not seem to bother them. They also have great diet specificity by age and gender. The older males preference for what they eat first differs from the baby goats, the nannies, and yearlings. If available, the older males prefer Russian thistle and Russian olive and elm trees, while the babies’ first choice is field vine weeds. Goats are hired to eat the following weeds:

- Canada thistle
- Cheat grass
- Common tansy
- Common mullein
- Dalmatian toad flax
- Dandelions
- Downy brome
- Indian tobacco
- Knapweed
- Kudzu
- Larkspur
- Leafy spurge
- Loco weed
- Musk thistle
- Oxide daisy
- Plumeless thistle
- Poison hemlock
- Purple loostrife
- Scotch thistle
- Spotted Knapweed
- Sweet clover
- Yellow star thistle
- Yucca

**Do goats eat grass?** They do not like grasses; it is their last choice and they won’t eat it if there are weeds around. Goats control brush and weeds without disturbing the existing grass and soil, which make pastures in which cows graze more beneficial. The goats can be rotated in to eliminate most of the undesirable vegetation, and then the cows can come in to graze the grass without having to pick through as many weeds.

**Once the goats eat the weeds, can they go to seed?** No, and here’s why. The first thing goats do when they walk through the pasture is snap off all the flower heads. Then they pick the leaves off one at a time, very quickly, leaving a bare stock. Once the goats graze the weed, it cannot go to seed because it has no flower so it cannot photosynthesize to build a root system because it doesn’t have any leaves.

It is well-documented in research that if you cut the stems of most weeds with a sharp blade the plant will quickly respond
by making just as many seeds if not more, actually making the
plant denser. But because of the way a goat eats, the plant is
stopped. It cannot make any seeds or photosynthesize.

What’s the problem with pesticides? A lot of things happen when you spray pesticides. For one,
the weeds can mutate and become deformed. I have seen this happen to common mullein. On my
master’s research plots in Wyoming there are dead trees as a result of Tordon being sprayed ten years
ago. The spraying also made a pure mono culture of Russian snapweed across the valley. The plot was
then sprayed with a chemical to kill the Russian knapweed and reseeded with grasses. Every time a
chemical was used to kill the Russian knapweed, white top, another noxious weed, began to grow
there. For some noxious weeds, chemical sprays are ineffective.
One example is oxide daisy, which has no leaf surface for the
chemical to be absorbed. But, goats love it.

Do goats eat Christmas trees? Yes, they love them. A great way for communities to recycle
Christmas trees is to have people pay a nominal fee to have goats recycle them. Any money generated
could then be used for weed control in that community the following summer. The goats love
Christmas trees, they clean it up, strip all the bark off. The remaining tree trunk could be sold to a
youth group, to be cut, packaged and sold as firewood. So the recycling keeps going on and on
through all levels insects, birds, people and different groups of people.

How do you manage so many goats? When you are managing a 1,000 head of goats, you have to
be able to handle them. We manage the goats by herding them within electric fences. Once the goats
accept the fence as its boundary, it is magical stuff. Guard dogs are also key to a successful operation.
Our dogs protect the goats from predators, such as coyotes and feral dogs.
Board of Trustees Agenda Memorandum

Item No: 

Meeting Date: 8/22/17

TITLE: Compact of Colorado Communities Member Agreement

SUBMITTING DEPARTMENT: Mayor

ATTACHMENTS: See packet

BACKGROUND
Earlier this year I attended a Mayor's summit in Aspen, launching the Compact of Colorado Communities. At that summit, I pledged to bring this agreement before our board to consider membership.

DISCUSSION
I believe the Compact can provide valuable resources to communities that are new to addressing climate change or don't have the organizational capacity that the Town of Carbondale has with Garfield Clean Energy, CLEER and CORE. However, because Carbondale has been so proactive at taking action and helping to build organizational capacity, I don't believe that joining the Compact and adding another layer of organizational capacity would benefit the Town.

FISCAL ANALYSIS
Joining the compact would require some level of financial commitment, although the specific amount could be negotiated.

RECOMMENDATION
I recommend that the Board not join the Compact of Colorado Communities at this time.

Prepared By:

Dan Richardson
Mayor
Compact of Colorado Communities
Member Agreement

Purpose
The Compact of Colorado Communities (the “Compact”) has been established to the mission of the Compact of Colorado Communities is to build capacity of Colorado cities and counties in developing and implementing aggressive climate change and clean energy initiatives thus ensuring the security and economic prosperity of its member communities.

The Compact seeks to ensure that Colorado communities are sustainable, prosperous and responsible through accelerated capacity building, alignment of resources and interests, and public engagement on climate change action.

Compact Objectives
- Providing training and technical support to member communities in developing and delivering community improvement programs advancing GHG reduction, clean energy and climate preparedness;
- Facilitating peer learning and resource sharing between local governments
- Enhancing local government capacity to address climate related risks and opportunities throughout critical decision-making roles;
- Securing technical support and funding resources for members’ local implementation efforts;
- Spurring creation of jobs, improving public health and demonstrating bold actions; and
- Advancing statewide preparedness and resilience.

Membership
To join the Compact using this agreement template, the local government’s mayor must agree to the following requirements and execute the form below. Membership in the Compact is binding and has no term length.

1. Training & Capacity Building
- Commit at least one elected official and assign at least one senior staff member to participate in the annual convening of the Compact.
- Commit leadership and senior staff participation in annual climate change training as referenced in the Compact’s published guidelines.

2. Contribution & Funding
- Make an annual contribution to the Compact per the published guidelines, with the first contribution due by no later than 30 days after your fiscal year start date.
- Encourage staff, as appropriate, to provide non-financial support to the Compact’s fundraising efforts to ensure that the Compact has sufficient and sustainable funding to supports its members.
Compact of Colorado Communities
Member Agreement

3. Actions

- Establish and publicly announce a new goal or initiative by no later than September 30, 2019 that meets an appropriate aggressiveness threshold to be agreed upon by the Steering Committee in consultation with ACCO and Compact staff.

4. Participation

- Assign one elected official and one senior staff person to serve as liaisons and official representatives to the Compact.
- Elected officials will be invited to participate in activities designed and appropriate for elected officials and government leaders (to be held no more frequently than twice annually).
- Staff liaisons will be asked to address administrative issues, process annual contributions, coordinate usage of Compact benefits and participate in Compact-wide meetings (to be held no more frequently than on a quarterly basis).

A more detailed list of Compact guidelines has been published at:

The undersigned represents that he/she is authorized to enter into this Agreement on behalf of his/her local government.

EXECUTING THIS AGREEMENT REPRESENTS AND WARRANTS TO THAT YOU HAVE READ AND FULLY UNDERSTAND THE TERMS AND PROVISIONS HEREOF, HAVE HAD AN OPPORTUNITY TO REVIEW THIS AGREEMENT WITH LEGAL COUNSEL, AND HAVE EXECUTED THIS AGREEMENT BASED YOUR OWN JUDGMENT AND ADVICE OF INDEPENDENT LEGAL COUNSEL (IF SOUGHT).

I hereby authorize __________________________________________ to join the Compact of Colorado Communities, authorizing our staff to abide by the above-referenced program guidelines.

__________________________________________________________
Signature

__________________________________________________________
Print Name

__________________________________________________________
Local Government Name

__________________________________________________________
Title

___________________________
Date
Compact of Colorado Communities
Joining the Compact by Resolution or Executive Order

If your city/county plans to join the Compact by adoption of a resolution by a council or board of commissioners, or alternatively by executive order, we have developed the following language to facilitate that process. The sample resolutions below may be adapted as you deem appropriate. The required language section is required for inclusion. Proposed modifications to content in the "required language" section should be approved by the Compact's Steering Committee or Compact staff prior to adoption.

Please note that a more detailed list of Compact guidelines has been published at: https://www.compactofcolorado.org/s/ACCO-ColoradoCompact-Guidelines.pdf

Sample Resolutions
Note: The following sample resolutions in this section are optional.

WHEREAS, Colorado communities share in common a strong quality of life deeply rooted in the state’s vigorous economy, agricultural and environmental resources, and rich cultural heritage; and

WHEREAS, Colorado communities, residents and businesses throughout the state are already beginning to feel the impacts of climate change such as reduced snowpack, high heat days, earlier snowmelt runoff, and more frequent and severe floods, droughts and wildfires.

WHEREAS, [insert city/county name], seeks to join neighboring cities and counties in developing innovative ways to address climate change, build community resilience and stimulate local economies.

WHEREAS, on May 19, 2017, elected officials and senior staff from Colorado cities and counties pledged to present a formal charter to become co-founding members of the Compact of Colorado Communities.

WHEREAS, the mission of the Compact of Colorado Communities is to build capacity of Colorado cities and counties in developing and implementing aggressive climate change and clean energy initiatives thus ensuring the security and economic prosperity of its member communities.

WHEREAS, the Compact of Colorado Communities will advance climate action and preparedness of its member communities through:

- Providing training and technical support to member communities in developing and delivering community improvement programs advancing GHG reduction, clean energy and climate preparedness;
- Facilitating peer learning and resource sharing between local governments
- Enhancing local government capacity to address climate related risks and opportunities throughout critical decision-making roles;
- Securing technical support and funding resources for members’ local implementation efforts;
- Spurring creation of jobs, improving public health and demonstrating bold actions; and
- Advancing statewide preparedness and resilience.

WHEREAS, the Compact will be governed by a Steering Committee that includes representation from member communities nominating their own elected officials and/or senior staff (the “Steering Committee”).

WHEREAS, the Compact of Colorado Communities will be administered by staff hired and dedicated to its own mission without conflict of interest.
Compact of Colorado Communities
Joining the Compact by Resolution or Executive Order

WHEREAS, the Association of Climate Change Officers (“ACCO”) will act as a temporary fiscal agent for the Compact until such time as the Compact may establish its own organization or has identified a successor organization to serve in that role.

BE IT RESOLVED BY ________________, that we formally join the Compact of Colorado Communities, and will adhere to the requirements for all Compact members that are summarized below and accounted for in the Compact’s published guidelines:

Required Language
Note: The language in this section is required for inclusion in your city or council resolution or executive order for the resolution/order to be accepted.

1. Training & Capacity Building
   - Commit at least one elected official and assign at least one senior staff member to participate in the annual convening of the Compact.
   - Commit leadership and senior staff participation in annual climate change training as referenced in the Compact’s published guidelines.

2. Contribution & Funding
   - Make an annual contribution to the Compact of __________, with the first contribution due by no later than 30 days after the local government’s fiscal year start date.
   - Encourage staff, as appropriate, to provide non-financial support to the Compact’s fundraising efforts to ensure that the Compact has sufficient and sustainable funding to support its members.

3. Actions
   - Establish and publicly announce a new goal or initiative by no later than September 30, 2019 that meets an appropriate aggressiveness threshold to be agreed upon by the Steering Committee in consultation with ACCO and Compact staff.

4. Participation
   - Assign one elected official and one senior staff person to serve as liaisons and official representatives to the Compact.
   - Elected officials will be invited to participate in activities designed and appropriate for elected officials and government leaders (to be held no more frequently than twice annually).
   - Staff liaisons will be asked to address administrative issues, process annual contributions, coordinate usage of Compact benefits and participate in Compact-wide meetings (to be held no more frequently than on a quarterly basis).

Compact Guidelines
A more detailed list of Compact guidelines has been published at:
TOWN OF CARBONDALE
511 COLORADO AVENUE
CARBONDALE, CO 81623

Board Trustees Agenda Memorandum

Meeting Date: 8/22/17

TITLE: Board Representation on Advisory Boards/Committees

SUBMITTING DEPARTMENT: Manager

ATTACHMENTS

BACKGROUND: Traditionally, after an election or appointment of a new Trustee, the Board has a discussion to decide who will serve on boards/commissions requesting/requiring Trustee representation. Attached is a list of the boards/committees.

FINANCIAL: NONE

DESIRED OUTCOME: Determine which Trustee(s) will serve as liaison on the various boards and commissions.

Prepared By: Cathy Derby

_________________________________________________________

Town Manager
<table>
<thead>
<tr>
<th>Board of Trustees Committee Representation 2/28/17</th>
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<tbody>
<tr>
<td>Bike/Pedestrian/Trails Commission Kevin Schorzman</td>
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<tr>
<td>Carbondale Chamber of Commerce (+1 alternate)</td>
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<tr>
<td>Carbondale Public Arts Commission Laurie Lindberg</td>
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<td>Colorado Oil &amp; Gas Conservation Commission - Katrina Byars</td>
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<td>CDOT Transportation Planning Region</td>
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<td>CORE</td>
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<td>Environmental Board Mark O'Meara</td>
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<td>Garfield Clean Energy</td>
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<td>Northwest Colorado Council of Govts</td>
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<tr>
<td>Parks &amp; Recreation Commission Eric Brendlinger, Kevin Schorzman</td>
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<td>RFTA (+1 alternate)</td>
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<td>Ruedi Water and Power</td>
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<td>Senior Matters</td>
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<td>Third Street Center</td>
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<td>Tree Board David Coon</td>
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<td>Victims Assistance Law Enforcement Gene Schilling</td>
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<td>Gar Co Energy Advisory Board</td>
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<td>Mayor's Group</td>
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<tr>
<td>Mountain Mayor's Group</td>
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<tr>
<td>Noxious Weeds Advisory Board - Kevin Schorzman</td>
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<tr>
<td>Communities That Care - Key Leaders Board</td>
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<td>Communities That Care - Community Board</td>
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Red Indicates Currently Vacant
August 10, 2017

Greetings,

This letter will give you a general understanding of the CTC planning approach and the role of the Community Board, in preparation for the CTC Orientation on September 14. Thank you very much for your interest, I look forward to working with you!

What is CTC?

The Communities That Care (CTC) system is an evidence based planning and implementation process for building a positive future for youth, community-wide. The process brings diverse stakeholders together to analyze local data, create a community profile, then develop and initiate a plan to address youth health and behavior problems in an upstream prevention science based, data-driven manner. A familiar example of upstream prevention is the accepted approach to preventing heart disease. We know that high fat diets, cholesterol, lack of exercise and stress can trigger heart disease, and through science based data, we now know that a healthy lifestyle will reduce the chance of a person having a heart condition later in life. CTC takes the same approach to addressing health and behavior problems that all kids may face at some point in their young life.

As a science-based planning model, CTC helps communities prevent problems before they develop. Many regions across the nation who have implemented this process have seen dramatic reductions in levels of youth alcohol & tobacco use and crime & violence. CTC addresses predictors of health and behavior problems for all youth; identifies & reduces risk factors; enhances protective factors and relies on tested & effective policies, practices and programs to fill gaps identified through the planning process.

The Science of Risk Factors:

1. exist in every domain of a child’s life
2. present across development
3. predict multiple problems
4. operate similarly across racial groups and regions
5. vary across communities
6. are buffered by protective factors
7. can be measured
Health & Behavior Problems Predicted by Risk Factors:

- substance use
- delinquency
- teen pregnancy
- school dropout
- violence
- depression & anxiety

The identification of local risk and protective factors through measured data will inform the Community Profile and Plan for the Roaring Fork Valley.

CTC Action Plan:

The CTC process begins with a youth survey to identify a community’s risks and strengths. Based on this data and other available local sources of data, CTC helps communities select and implement tested & effective prevention programs, policies and practices. CTC will recognize and not duplicate programs that are already established. Our thanks to Rob Stein and the Roaring Fork School District professionals who agreed to administer the CTC Youth Survey to 6th graders this year. This baseline data will be extremely beneficial to the CTC process.

The organizational structure of CTC includes a Key Leader Board, Community Board, specialized Work Groups and the CTC Facilitator.

We began developing our structure with a Key Leader Orientation. Key Leaders will meet on a semi-annual basis, unless special meetings are requested by participants. The Key Leaders will support the child well-being and healthy youth development in our community; promote the Communities That Care process by informing others about this evidence-based work; and help secure needed information and resources for implementing the Community Board’s chosen evidence-based programs, policies and practices.

The next step in the CTC process will be for Community Board members to meet on September 14.

The Community Board’s role will be to analyze local data, create a community profile (the RF Valley, Glenwood – Basalt, including Redstone and Marble) develop a plan that addresses the Risk Factors and recognizes the Protective Factors identified from the local data analysis, and ultimately, implement science based policies, practices and/or programs. The State has engaged the University of Colorado to identify a broad range of science based programs, practices and policies to assist in this process.
The Community Board members will each participate in a Work Group or identify a knowledgeable person from their organization to serve. The Board will also identify additional stakeholders from across our region whose background and interests will inform the topic of the Work Group.

The CTC’s Social Development Strategy is employed throughout the process and through identified programming, to foster positive development for all youth. This strategy will be introduced at the Orientation.

The results of the CTC process will take time, because it is focused on upstream prevention. We are excited about bringing this planning opportunity into the mix of already established, premier programs and initiatives. We believe that the CTC process will compliment services, practices and policies that are in place for youth and families.

Gaps this work is meant to fill?

Data from the CTC Youth Survey, Healthy Kids Colorado Survey and other local data will define where the gaps exist. The Community Board will analyze the data to identify local risk factors and protective factors.

Review resources and services to avoid duplication?

A key step within the CTC process, is having the Community Board identify Protective Factors; these protective factors will include programs, services, norms, policies and other resources available to or influencing youth in the Roaring Fork Valley. The goal is to not duplicate, but to enhance opportunities for youth.

CTC State funding criteria:

The funds that the State of Colorado identified for CTC are specifically targeted for the CTC process, focusing on upstream prevention.

Motivations for participating in CTC, shared by Roaring Fork members of the Key Leader Board:

- Increase in drug use and mental health needs
- Great graduation rate
- Pool resources and funding – shared goals
- Capitalize on programs, prevention (not reaction)
- Increase outcomes around pregnancy
- Early childhood education, increase outcomes
• Increase economic opportunities
• Party culture
• Great activities / programs for young people
• Complex problems youth are facing

Thank you again for participating in the Communities That Care process. You are a tremendous asset to this child/youth centered process! I look forward to seeing you at the Community Board Orientation on September 14, from 11-2 at the Glenwood Springs Library.

Sincerely,

Trési

Trési Houpt
Facilitator, Communities That Care
Community Health Initiatives
1512 Grand Avenue, Suite 115
Glenwood Springs, CO 81601
thoupt@chicolorado.org
(970)230-9644 ext. 737