

**TOWN OF SILT  
REGULAR BOARD OF TRUSTEES AGENDA  
MONDAY, AUGUST 10, 2020 – 7:00 P.M.  
MUNICIPAL COUNCIL CHAMBERS**

**6:00 p.m. – Work session with the Board of County Commissioners by Zoom**

<b>ESTIMATED TIME</b>	<b>AGENDA ITEM</b>	<b>PUBLIC HEARING or ACTION ITEM</b>	<b>STAFF PRESENTOR</b>
	<b>Agenda</b>		<b>Tab A</b>
<b>7:00</b>	<b>Call to order</b>		<b>Mayor Richel</b>
	<b>Roll call</b>		
	<b>Pledge of Allegiance and Moment of Silence</b>		
<b>7:05</b>	<b>Public Comments</b> - The Mayor will announce the time for public comment. Persons desiring to make public comment on items not on the agenda shall activate the "raise hand" function in the meeting program. For persons who will participate in the meeting by telephone, they should send an email by 5:00 p.m. on the day of the meeting to sheila@townofsilt.org indicating their desire to make public comment. Each speaker will limit comments to no more than three (3) minutes, with a total time of 30 minutes allotted to public comments, pursuant to Section 2.28.020 of the Silt Municipal Code		
<b>7:20</b>	<b>Consent agenda –</b>  1. Minutes of the July 27, 2020 Board of Trustees meeting 2. Renewal of Silt Cross Retail Marijuana license 3. Renewal of Gofer Foods Fermented Malt Beverage Liquor License	<b>Action Item</b>	<b>Tab B Mayor Richel</b>
	<b>Conflicts of Interest</b>		
<b>7:25</b>	<b>Agenda Changes</b>		
<b>7:25 15 min</b>	<b>Western &amp; Rural Local Government Coalition Update – Kirby Wynn</b>	<b>Info Item</b>	<b>Tab C Administrator Layman</b>
<b>7:40 15 min</b>	<b>2020 Grant Overview</b>	<b>Info Item</b>	<b>Tab D Administrator Layman and Director Fonner</b>
<b>7:55 15 min</b>	<b>Detailed financial update</b>	<b>Info Item</b>	<b>Tab E Administrator Layman and Treasurer Tucker</b>
<b>8:10 5 min</b>	<b>Administrator and Staff reports</b>	<b>Info Item</b>	<b>Tab F Administrator Layman</b>
<b>8:15 10 min</b>	<b>Updates from Board / Board Comments</b>		
<b>8:25</b>	<b>Adjournment</b>		

The next regularly scheduled meeting of the Silt Board of Trustees is Monday, August 24, 2020. Items on the agenda are approximate and intended as a guide for the Board of Trustees. "Estimated Time" is subject to change, as is the order of the agenda. For deadlines and information required to schedule an item on the agenda, please contact the Silt Town Clerk at 876-2353.

**TOWN OF SILT  
REGULAR BOARD OF TRUSTEES MEETING  
JULY 27, 2020 – 7:00 P.M.**

The Silt Board of Trustees held their regularly scheduled meeting on Monday, July 27, 2020. Mayor Richel called the meeting to order at 7:00 p.m.

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<b>Roll call</b>	Present	Mayor Keith Richel
		Trustee Justin Brintnall
		Trustee Sam Flores
		Trustee Andreia Poston
		Trustee Sam Walls
		Trustee Jerry Seifert
	Absent	Mayor Pro-tem Kyle Knott

Present remotely were Town Administrator Jeff Layman, Town Clerk Sheila McIntyre, Community Development Director Janet Aluise, Town Treasurer Amie Tucker, Public Works/Utilities Director Trey Fonner, Chief of Police Mike Kite, Town Attorney Michael Sawyer and members of the public.

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**Pledge of Allegiance and Moment of Silence**

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**Public Comments** – There were no public comments.

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**Consent Agenda**

- 1) Minutes of the July 13, 2020 Board of Trustees meeting

**Trustee Seifert made a motion to approve the consent agenda as presented. Trustee Walls seconded the motion, and the motion carried unanimously.**

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**Conflicts of Interest** – There were no conflicts of interest.

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**Agenda Changes** – Administrator Layman stated that he would like to talk about a budget retreat date, to also reiterate the upcoming work session with the Board of County Commissioners scheduled for August 10 and to let the Board know that there will be an unplanned budget expenditure to repair the air conditioner in town hall.

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**Water Treatment Improvement Update – Deric Walter**

Director Fonner and Town Engineer Deric Walter went over the progress that the Town has made on addressing various concerns at the water plant in regards to TTHM levels, updating of the controls for the two skids and the sand filtration unit. Mr. Walter stated that the town has also been working with Zancanella and Associates who have extensive experience working with

water plants. He added that some of the control systems at the plant are extremely outdated and in turn are giving inaccurate results. He stated that improvements to the electronics are estimated to cost between \$40,000 - \$80,000 to replace several aged parts.

It was stated that staff has already been doing tests and samples to see how the recent improvements have affected the TTHM levels and that staff is still awaiting the results from the State. Mr. Walter stated that they are focusing on more of a routine maintenance of the plant as opposed to being faced with an emergency situation.

Director Fonner stated that that it could take up to five months to get this project out to bid and then to get the work done. It was added that the elevated TTHM's are not detected in the taste or the color of the water but that they can be a health concern if they reach elevated levels for an extended period of time.

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### **Irrigation System Overview**

Director Aluise provided a presentation on the history of the irrigation system that was installed in 1995 and Director Fonner explained how the system works, the ditches that the town utilizes to retrieve the water, the tanks used to store the irrigation water and the various pump stations around town used to move the water from the ditches to the tanks. Staff also talked about their concerns with cross contamination possibilities and unmetered irrigation water.

Attorney Sawyer suggested that the town could attempt to monitor the amount of water people are using, or could conduct an audit of the surface area that residents are irrigating to see that they aren't watering more than their allowed 3500 square feet or that the town could consider the installation of a metering system.

Administrator Layman went over the action plan that staff has put together with items that can be addressed immediately such as education, grants, audits and the town's relationship with the ditch companies. He also went over what staff would like to explore in the future such as delivering potable water to irrigation tanks, working with the State to use potable water for irrigation, installation of meters and amending the irrigation code.

Director Fonner explained that the town has enough storage capacity right now but lacks in the ability to pull all of the water that we have rights to due to the size of our current lines. Staff is in the process of pursuing a grant to replace the irrigation line on 7<sup>th</sup> Street which would give the town the ability to capture the water that we have available to us.

Mayor Richel asked everyone to watch the amount of water that they use and the length of time that they water their yards.

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### **Approval to extend the Miner's Claim agreement with the Town to allow the temporary use of 8<sup>th</sup> Street as an open container public place and license agreement**

Administrator Layman stated that when COVID started, staff researched ways to help our local businesses. Miner's Claim took the town up on their offer to utilize two tents so that they could serve customers while still recognizing social distancing. Christian Harra, owner of Miner's Claim is in the process of acquiring a "four-season" tent that would assist him through the winter months.

Administrator Layman stated that this amendment would extend the original agreement until May 1, 2021 and that he would like to add to the agreement that Mr. Harra would reimburse the town for any electricity that is used from the town sources.

Christian Harra stated that he is very proud of what is happening in Silt and thanked the Board for being the leaders in the community on what they have done to help businesses during the pandemic as well as what this means to his employees. Mr. Harra explained the 30 x 60 tent that he would like to get that will have a sub floor, insulation, lighting and heat. He stated that he would be moving the tent closer to his building so as not to be an issue with the access to the business to the east of him (Tim's Tools). He ensured that the tent would not be a permanent structure and would be aesthetically pleasing.

Attorney Sawyer asked that the board include two additions to the agreement; that Miner's Claim would be responsible for the removal of snow between the tent and the restaurant and that the town be reimbursed for any electricity that may be used from the town's electrical source.

**Trustee Seifert made a motion to extend the Miner's Claim agreement with the Town to allow the temporary use of 8<sup>th</sup> Street as an open container public place and license agreement with the addition that Miner's Claim would be responsible for snow removal between the tent and the restaurant and that the town would be reimbursed for any electricity used from any of the town's electrical sources. Trustee Flores seconded the motion, and the motion carried with Trustee Poston voting nay.**

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### **Mountain Waste & Recycling Annual Rate Increase request – Mike Hinkley**

Present tonight were Mike Hinkley and Doug Goldsmith who both explained their increase in costs. They stated that Mountain Waste continues to try and absorb as much of those costs as they can but that they are requesting a .8 cent increase (1.2%) in trash rates and a .21 cent tipping fee increase for a total increase of .29 cents per home per week effective August 1, 2020. There was discussion regarding the difference between the Consumer Price Index-Transportation (CPI-T) versus the CPI-Urban and the request by Mountain Waste that the town amend their contract to follow the CPI-U which is felt to be a more accurate gauge of the local cost of doing business.

There was lengthy discussion regarding the recycling program and if the town might consider dropping the service due to the increased fees to recycle. It was determined to discuss the recycling program again once the contract gets closer to being renewed next year. It was also suggested to do a survey to get the community's opinion on the recycle program. It was also pointed out that Mountain Waste has been collecting more trash since COVID hit but that they haven't increased what they are charging based on that increase in volume. Mr. Hinkley added that the increase that they are requesting would help cover some of their cost of living costs that they are faced with, but not the increase in costs that they pay at the landfill due to the increase in volume or any costs associated with contamination fees.

**Trustee Brintnall made a motion to approve the Mountain Waste & Recycling annual rate increase of .29 cents per week per home. Trustee Seifert seconded the motion, and the motion carried with Trustees Walls and Flores voting nay.**

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### **Administrator report**

Administrator Layman stated that he would like to schedule this year's retreat on September 14 at 5:30 before the regular board meeting. He also asked that a facilitator be used this year so that he can participate more in the meeting. **There was a consensus for September 14 and to invite Kimberly Bullen with DOLA as a facilitator.**

He briefed the Board on the current status of the air conditioning that has gone down in town hall. Director Fonner stated that one of the condensers has gone out and a whole new unit has been ordered and staff hopes to have it installed within the next week or so. The cost to replace the unit is approximately \$8340 along with the cost to have it placed on top of the building with a crane. It is expected not to exceed a total cost of \$9000. This expense was not budget but it would be covered by the General Fund and addressed in the supplemental budget.

Administrator Layman then reminded the board of the upcoming work session with the County Commissioners that would take place on August 10 before the regular board meeting via Zoom. He asked the Board to submit any questions or topics that they would like to see on the agenda.

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### **June 2020 financials and balance sheets**

Treasurer Tucker went over the June 2020 financials and balance sheets.

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### **Updates from Board / Board comments**

The Board thanked everyone for their hard work. Trustee Brintnall reminded everyone of the town sponsored event to clean up the dog park on Saturday. Trustee Flores stated that he would like to see an annual community event. Mayor Richel thanked all of the small business in town and their willingness to work with the town to make things happen. He also commented about how our sales tax is holding steady during COVID. He thanked both staff and the Board for not being afraid to try something new and be a leader in the community.

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### **Adjournment**

**Trustee Brintnall made a motion to adjourn. Trustee Walls seconded the motion, and the motion carried unanimously. Mayor Richel adjourned the meeting 9:06 p.m.**

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Respectfully submitted,

Approved by the Board of Trustees

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Sheila M. McIntyre, CMC  
Town Clerk

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Keith B. Richel  
Mayor



TOWN OF SILT

MEDICAL MARIJUANA AND/OR RETAIL MARIJUANA STORE BUSINESS LICENSE  
NEW AND RENEWAL APPLICATION

NEW  RENEWAL

Applicant Name: Rifle Remedies, LLC	Applicant Address and Phone Number(s): 1435 Airport Road Rifle, CO 81650 (970) 625-1053	Social Security # or FEIN: 27-1058405
dba (Doing Business As) Name: Green Cross Silt	Business Legal Name: Rifle Remedies, LLC dba Green Cross Silt	Business Phone Number(s): (970) 876-4079
Business Mailing Address: 1435 Airport Road Rifle, CO 81650	Physical Business Address and Zoning District: 502 Front Street Silt, CO 81652 B-3 Zoning	Landlord Name & Mailing Address: M & M Ventures Inc. 1435 Airport Road Rifle, CO 81650
Business Manager and Date of Birth: Daniel A. Meskin [REDACTED]	Business Manager's Address and Phone #: 1230 Standing Deer Dr. Silt, CO 81652 (970) 309-6966	E-Mail: silt@greencrosscolorado.com
US Citizen: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
Business Owners (all must be listed) and Dates of Birth: Daniel A. Meskin [REDACTED] Michael D. Miller [REDACTED]	Business Owners Addresses and Phone #s: 1230 Standing Deer Drive Silt, CO 81652 (970) 309-6966 0208 County Road 227 Rifle, CO 81650 (970) 379-3419	Owners' Social Security Numbers: [REDACTED] [REDACTED]
US Citizens: YES <input type="checkbox"/> NO <input type="checkbox"/>		
Hours of Operation: Sun-Thurs 10AM-8PM Fri & Sat 10AM-9PM	Days of Operation: every day	Business Square Footage: 1,200 s.f.
Nature of Business (as you would like it described on your license): Retail Marijuana Sales		

**TYPE OF BUSINESS:**

- Medical Marijuana Store (requires a public hearing) – List of Products:
- Retail Marijuana Store (requires a public hearing) – List of Products:
- Medical/Retail Marijuana Store (requires a public hearing) – List of Products:

Marijuana, marijuana edibles, tinctures, salves, topicals, marijuana concentrates, CBD products, smoking accessories and apparel.

**TYPE OF OWNERSHIP:**

- Corporation  Limited Liability Company  Partnership  Sole Proprietorship  Franchise
- Non-profit Corporation (attach IRS Letter of Determination)  Other \_\_\_\_\_

**STATE LICENSES (COPIES MUST BE ATTACHED TO THIS APPLICATION, IF AVAILABLE):**

- State Medical/Retail Marijuana License #(s) 402R-00259  FEIN # 27-1058405
- State Health Department License # \_\_\_\_\_  State Sales Tax # 01275661-0001 (registered Silt as home base)

**REQUIRED DECLARATIONS:**

1. Has the applicant or any of the owners of this business been denied a medical marijuana or retail marijuana business or liquor license or similar State or local license, or had such a license suspended or revoked?  Yes  No  
If yes, please explain on a separate sheet of paper.
2. Has the applicant or any of the owners of this business been convicted of a felony or has completed any portion of a sentence due to a felony conviction within the past 5 years, or has the applicant or any of the owners completed any portion of a sentence for a conviction of a felony regarding the possession, distribution, manufacturing, cultivation or use of a controlled substance within the past 10 years?  Yes  No  
If yes, please explain on a separate sheet of paper.
3. Is the applicant and the owners or manager U.S. Citizens and Colorado residents of two years and twenty-one (21) years of age or older?  Yes  No  
If no, please explain on a separate sheet of paper.
4. Is the applicant or any of the owners a law officer and/or employee of the State or local licensing authority?  Yes  No
5. Has a transfer of capital stock, change in principal officers or directors, transfer of membership interest or managers occurred?  Yes  No
6. Does the business utilize any hazardous, toxic or flammable materials?  Yes  No  
If so, please list out which kind, quantities, and for what purpose.
7. Is your business a change of use or occupancy for this location?  Yes  No  
(If a **change of use**, then two sets of registered design professional stamped plans are required. Please go to: <http://townofsilt.org> to apply for a building permit.)
8. Will there be ANY remodeling or building alterations?  Yes  No  
(Please go to: <http://townofsilt.org> to apply for a building permit.)
9. If renewal, have you added any space to your previous square footage?  Yes  No
10. Will you be installing a new sign or changing an existing sign?  Yes  No

**FEE SCHEDULE:**

- 1. New license application for medical/retail marijuana store. \$1500.00
  - 2. Renewal license application for medical/retail marijuana store. \$ 500.00
- ❖ A change of ownership requires a new license application and fee.
  - ❖ A license must be obtained for each marijuana establishment location.
  - ❖ A license is valid for one year

**REQUIRED ATTACHMENTS:**

- Completed copy of the State Medical/Retail Marijuana application(s) (as submitted to the State)
- Copy of State Sales Tax License Application *Renewal - unchanged*
- Copies of Articles of Incorporation or Partnership/Operating Agreements *Renewal - unchanged*
- Lease or Deed for Premises, listing the business as the Owner or Lessee *Renewal - unchanged*
- Floor plan diagram, drawn to scale, showing public medical/retail store area and private areas (offices, etc), as well as secured areas for marijuana storage. *Renewal - unchanged*
- ~~Completed fingerprint card(s) for applicant, manager, and all owners, with a cashier's check or money order for \$99.50 made payable to CBI for each card. *Not required per Sheila McIntyre*~~
- All necessary Town fees, in checks payable to the Town of Silt.

**REQUIRED APPROVALS PRIOR TO ISSUANCE OF LICENSE:**

**1. Town of Silt Community Development Department:**

Please contact the Community Development Department at 970-876-2353, ext. 108 to confirm zoning.

ZONING District: B-3 Zoning Use Correct?  Yes  No  
 Date of application \_\_\_\_\_ Date of Planning Commission Hearing \_\_\_\_\_  
 Date of Notice in the Paper \_\_\_\_\_ Date of Notice to 200' property owners' \_\_\_\_\_  
 Date of Board of Trustees Hearing \_\_\_\_\_ Date of Approval \_\_\_\_\_  
 License and Certificate Issued?  Yes  No

Does medical/retail store meet setback of 500' from another licensed medical/retail marijuana store?  Yes  No

Does medical/retail store meet setback of 500' from private or public school, daycare or preschool that is located outside of a commercial zone district?  Yes  No

Date of Board of Trustees public hearing \_\_\_\_\_  
 Date of Notice in the Paper \_\_\_\_\_ Date of posting notice at establishment \_\_\_\_\_  
 Date of Approval \_\_\_\_\_ Conforming Sign:  Yes  No  
 Approved  Denied  Held

Reason if held \_\_\_\_\_

Zoning Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

**2. Town of Silt Building Department:**

Please go to: <http://townofsilt.org> or apply at Community Development Department for a building permit to schedule a medical/retail marijuana store building life safety inspection.

Change of Location  Approved  Denied  Held

Reason if held \_\_\_\_\_

Building Official Signature:  Date: 8-5-20

Comments:

**3. Town of Silt Police Department:**

Town staff will contact the Town of Silt Police Department for review.

Approved  Denied  Held

Reason if held \_\_\_\_\_

Police Chief Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

**PLEASE READ CAREFULLY AND INITIAL THE FOLLOWING STATEMENTS:**

 1. I have obtained and examined a copy of all ordinances pertaining to the regulation of marijuana, and I agree to abide by and conform to all of the conditions of any license issued to me thereunder. <http://townofsilt.org/ordinances/>.

 2. I understand an approved and issued business license is required to conduct business within the Town of Silt. I fully understand and will comply with all the rules and regulations of the State and the Town of Silt. It is my responsibility to acquire all necessary approvals for this application, and to submit a completed application *annually* with appropriate fees to the Town Clerk. Finally, this application is complete and correct to the best of my knowledge.

 3. I will operate my establishment in a safe manner that does not endanger the public welfare, and will post all licenses in a conspicuous location at the marijuana establishment(s).

 4. I understand that the Town accepts no legal liability in connection with the approval and subsequent operation of the medical/retail marijuana-based business.

 5. I understand that by accepting a medical/retail marijuana business license issued pursuant to the ordinances of the Town of Silt, the licensee, jointly and severally if more than one, agrees to indemnify and defend the Town, its officers, elected officials, employees, attorneys, agents, insurers, and self-insurance pool against all liability, claims, and demands, on account of injury, loss, or damage, including, without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the operation of the medical marijuana business that is the subject of the license. The licensee further agrees to investigate, handle, respond to, and to provide defense for and defend against, any such liability, claims, or demands at its expense, and to bear all other costs and expenses related thereto, including court costs and attorney fees.

**PLEASE SIGN AND DATE BELOW**

Daniel A. Meskin  
Signature of Applicant

Daniel A. Meskin                      Owner/Manager                      7/27/202  
Print Applicant Name                      Title                      Date

**FOR OFFICE USE ONLY**

Paid 7/30/20 Date of Completed Application 7/30/20 Received by Sheila M. McIntyre

The Local Licensing Authority shall approve, deny, or conditionally approve a pending application within 45 days from the receipt of a completed application.

Inspections completed: Yes  No

Application Approved  or Denied

Clerk Signature \_\_\_\_\_

If Denied, please state reason:

If Renewal and applicable, confirmed with Town Treasurer that sales tax has been collected

Treasurer Signature \_\_\_\_\_

Revoked or suspended \_\_\_\_\_ Date \_\_\_\_\_ by \_\_\_\_\_

Reason:

**2. Town of Silt Building Department:**

Please go to: <http://townofsilt.org> or apply at Community Development Department for a building permit to schedule a medical/retail marijuana store building life safety inspection.

Change of Location  ~~Approved~~  Denied  Held

Reason if held \_\_\_\_\_

Building Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

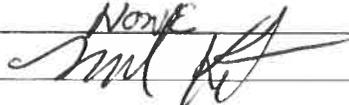
Comments:

**3. Town of Silt Police Department:**

Town staff will contact the Town of Silt Police Department for review.

Approved  Denied  Held

Reason if held \_\_\_\_\_

Police Chief Signature:  \_\_\_\_\_ Date: 8/3/20

Comments:

**PLEASE READ CAREFULLY AND INITIAL THE FOLLOWING STATEMENTS:**

 1. I have obtained and examined a copy of all ordinances pertaining to the regulation of marijuana, and I agree to abide by and conform to all of the conditions of any license issued to me thereunder. <http://townofsilt.org/ordinances/>.

 2. I understand an approved and issued business license is required to conduct business within the Town of Silt. I fully understand and will comply with all the rules and regulations of the State and the Town of Silt. It is my responsibility to acquire all necessary approvals for this application, and to submit a completed application *annually* with appropriate fees to the Town Clerk. Finally, this application is complete and correct to the best of my knowledge.

 3. I will operate my establishment in a safe manner that does not endanger the public welfare, and will post all licenses in a conspicuous location at the marijuana establishment(s).

 4. I understand that the Town accepts no legal liability in connection with the approval and subsequent operation of the medical/retail marijuana-based business.

 5. I understand that by accepting a medical/retail marijuana business license issued pursuant to the ordinances of the Town of Silt, the licensee, jointly and severally if more than one, agrees to indemnify and defend the Town, its officers, elected officials, employees, attorneys, agents, insurers, and self-insurance pool against all liability, claims, and demands, on account of injury, loss, or damage, including, without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the operation of the medical marijuana business that is the subject of the license. The licensee further agrees to investigate, handle, respond to, and to provide defense for and defend against, any such liability, claims, or demands at its expense, and to bear all other costs and expenses related thereto, including court costs and attorney fees.

**Submit to Local Licensing Authority**

**GO-FER FOODS OF SILT  
PO BOX 509  
Silt CO 81652**

Fees Due	
Renewal Fee	96.25
Storage Permit \$100 X _____	\$
Sidewalk Service Area \$75.00	\$
Additional Optional Premise Hotel & Restaurant \$100 X _____	\$
Related Facility - Campus Liquor Complex \$160.00 per facility	\$
Amount Due/Paid	\$

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

**Retail Liquor or Fermented Malt Beverage License Renewal Application**

Please verify & update all information below

Return to city or county licensing authority by due date

Licensee Name <b>COLORADO CONVENIENCE STORES INC</b>		Doing Business As Name (DBA) <b>GO-FER FOODS OF SILT</b>		
Liquor License # <b>04-65165-0000</b>	License Type <b>Fermented Malt</b>	Sales Tax License # <b>04651650000</b>	Expiration Date <b>09/24/2020</b>	Due Date <b>08/10/2020</b>
Business Address <b>902 MAIN ST Silt CO 81652</b>				Phone Number <b>9708762062</b>
Mailing Address <b>PO BOX 509 Silt CO 81652</b>			Email <b>15_LCSi@yahoo.com</b>	
Operating Manager <b>Pick Sarten</b>	Date of Birth <b>[REDACTED]</b>	Home Address <b>1516 E Deer Run Cir. N. Grand Jct CO 81507</b>		Phone Number <b>970-261-1177</b>
1. Do you have legal possession of the premises at the street address above? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Are the premises owned or rented? <input type="checkbox"/> Owned <input checked="" type="checkbox"/> Rented* *If rented, expiration date of lease <u>2022</u>				
2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility? If yes, please see the table in upper right hand corner and include all fees due. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
3a. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
3b. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
5. 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. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
6. 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. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
7. 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. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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

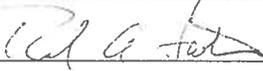
Title

Richard A. Sartea - Colorado Convenience Stores, Inc.

President

Signature:

Date



07/27/2020

**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 44, Articles 4 and 3, C.R.S., and Liquor Rules.

**Therefore this application is approved.**

Local Licensing Authority For

Date

Signature

Title

Attest

## Tax Check Authorization, Waiver, and Request to Release Information

I, Richard A. Serten am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of Colorado Convenience Stores, Inc. (the "Applicant/Licensee") to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101, et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and its duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Name (Individual/Business) <u>Colorado Convenience Stores Inc</u>		Social Security Number/Tax Identification Number <u>84-0913347</u>	
Address <u>902 Main St.</u>			
City <u>Silt</u>		State <u>CO</u>	Zip <u>8052</u>
Home Phone Number _____		Business/Work Phone Number <u>970-261-1177</u>	
Printed name of person signing on behalf of the Applicant/Licensee <u>Richard A. Serten</u>			
Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information) <u>[Signature]</u>			Date signed <u>07/27/2020</u>

**Privacy Act Statement**

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).

**TOWN OF SILT  
BOARD OF TRUSTEES REGULAR SESSION  
August 10, 2020**

**AGENDA ITEM SUMMARY**

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**SUBJECT:** Western & Rural Local Government Coalition Update

**PROCEDURE:** Briefing and Discussion: Kirby Wynn, Garfield County

**SUMMARY AND BACKGROUND OF SUBJECT MATTER:**

When the Governor signed SB 19-181 into law last year, it structurally overhauled many aspects of how the Colorado Oil and Gas Conservation Commission (COGCC) regulates oil and gas exploration and production in Colorado. The new law necessitated a series of COGCC and CDPHE (Colorado Department of Health and Environment) Rulemakings to finalize implementation details. Numerous local governments on the Front Range began to participate and advocate for restrictive new regulations that were likely beyond the scope and intent of SB 19-181. Garfield County was the leader in building a broad, sustained, western Colorado coalition of 23 county and municipal governments in western and eastern Colorado to represent coalition interests, and in particular the interests of western and rural Colorado as they differ from the interests of the dense urban Denver metro Front Range.

As Silt Trustees will recall, the Town of Silt was an early supporter of these efforts in joining the Western & Rural Local Government Coalition spearheaded by Garfield County. The purpose of this briefing is to bring Silt Board members and citizens up to date on the Coalition's efforts and plans for the future.

**ORIGINATED BY:** Jeff Layman

**PRESENTED BY:** Kirby Wynn

**SUBMITTED BY:**

Jeff Layman  
\_\_\_\_\_  
Jeff Layman, Town Administrator

**REVIEWED BY:**

Sheila M. McIntyre  
\_\_\_\_\_  
Sheila M. McIntyre, Town Clerk



## MEMORANDUM

TO: Town of Silt Trustees  
FROM: Kirby Wynn, Oil & Gas Liaison  
DATE: 08/6/2020  
SUBJECT: Summary update on COGCC and AQCC SB19-181 Rulemakings and Garfield County representation on the Western & Rural Local Government Coalition

## BACKGROUND

Update to Town of Silt regarding the Garfield County and WRLG Coalition rulemaking team's status and efforts at ensuring beneficial, Piceance Basin appropriate, implementation of Senate Bill 19-181 (SB19-181).

Garfield County has prioritized participating in the development of regulations by the Colorado Oil & Gas Conservation Commission (COGCC) and the Colorado Air Quality Control Commission (AQCC) to implement SB19-181. We have assembled a team to advise and represent the County in such efforts, and to advocate for rules that better reflect the characteristics of western and rural areas of Colorado including Piceance Basin geology and operations to be more cost-effective and not unduly burdensome or economically punitive to responsible gas development and production.

- I. The Garfield County Team:
  - a. The County has retained Davis Graham & Stubbs LLP (DGS) as outside legal counsel.
  - b. DGS has engaged Insight Energy Law (Matt Lepore, former COGCC Director) as energy adviser and to provide expert testimony.
  - c. DGS has engaged an economist, Dr. Tim Considine, University of Wyoming and Natural Resource Economics Inc., to assist with cost-benefit and other economic analyses of proposed rules as they are developed by Staff to COGCC and the AQCC.
  - d. DGS engaged an air quality expert, Jim Wilkinson, Terra Technologies, to assist with air quality benefit analysis for AQCC oil and gas air emissions rulemaking.

- II. The Western & Rural Local Governments Coalition (“WRLG Coalition”) consists of 23 members: Garfield County, Delta County, Jackson County, Mesa County, Moffat County, Montezuma County, Rio Blanco County, City of Craig, Town of Collbran, Town of Meeker, Town of New Castle, Town of Parachute, Town of Rangely, Town of Silt, and the City of Rifle; as well as Sedgwick County, Phillips County, Logan County, Washington County, Morgan County, Yuma County, Kit Carson County and Cheyenne County.

## CURRENT STATUS

### III. Rulemakings Update:

- a. WRLG Coalition has successfully made inroads toward collaboration with state agencies and various stakeholders and stakeholder processes to help ensure our regional perspectives are at least heard as early as possible in rulemaking planning processes.
- b. This year WRLG is more proactively advancing public education of WRLG Coalition perspectives via media and other outlets. Several op-ed opinion pieces have been published and the WRLG website, <https://westernruralcoalition.com/> Facebook and twitter feeds (@WesternRuralCO) have been actively publishing WRLG perspectives on rulemaking issues. Follower numbers and direct engagements have been increasing substantially. Various WRLG elected officials as well as non-elected stakeholders have been engaged to participate in state agency public comment sessions. Verbiage from these public comment sessions have provided additional material for social media outreach. Initial messaging platform and opportunities to proactively message on WRLG’s behalf being updated heading into heavy period of hearings and general coverage by media. Considering and evaluating proactive and reactive opportunities via all media channels to clarify any mischaracterizations of what the WRLG is working to accomplish that may arise in the coming months.
- c. June 10-11, participated in COGCC **Wellbore Integrity Rulemaking (WBI)**. Adopted WBI Rules were a product of robust stakeholder meetings that improve construction and wellbore monitoring. Stakeholder process exemplified how engagement can and should occur, which WRLG noted at hearing. Adopted rules impose more stringent cementing and casing requirements and Bradenhead monitoring and testing to prevent/detect potential wellbore issues earlier. Contentious issues related to which saline groundwaters occurring at great depth should be provided additional protections was, appropriately, delayed until a stakeholder workgroup process can convene and develop more thoughtful consensus proposals.
- d. **WQCC**: Participating as a party to August 10<sup>th</sup> (today) Water Quality Control Commission **Regulation 84 Reclaimed Water Rulemaking**. Very narrowly focused rulemaking related to potentially allowing municipal and metro district grey water recycling for use in oil & gas exploration activities. Issues are not currently relevant to Garfield County and WRLG as we are not producing the sort of grey water being contemplated for reuse. As such WRLG team has largely monitoring the issues and maintained party status in case significant issues arise that we should weigh in on. The rulemaking scope is unrelated to current practices by operators to reuse produced water in drilling and completions—rulemaking strictly contemplates how a municipal or metro district might reuse/recycle grey water for oil & gas activities.

- e. **COGCC Mission Change, Cumulative Impacts and Alternative Location Analysis rulemaking.** August 24-September 10, three consecutive weeks of COGCC Mission Change Rulemaking on 200, 300, 400, 500, 600 series Rules. WRLG is participating as a party and engaging experts as needed to address technical issues. WRLG has filed Prehearing and Response to Prehearing Statements. May be reviewed at:

[https://drive.google.com/drive/u/0/folders/1EukVjyPPeFl8\\_8UH6tFaT7wfi70-MXil](https://drive.google.com/drive/u/0/folders/1EukVjyPPeFl8_8UH6tFaT7wfi70-MXil)

*WRLG will submit our Prefiled Witness Testimony on August 14<sup>th</sup>.*

**COGCC 200-600 in brief:** Our most important position is advocating the Commission disregard their staff and oil and gas local governments and organizations calls for the COGCC to ignore and override local government authority to determine siting of oil and gas facilities and mitigate as they deem necessary. We believe we make a very strong case, based on SB19-181, the Local Government Land Use Control Enabling Act, and the Oil and Gas Conservation Act that COGCC must defer to local government siting decisions. We are in regular contact with COGCC leadership, Weld County and a few others local governments who support and oppose our positions—the negotiations should continue right up until the rulemaking hearing begins August 24<sup>th</sup>. We have also developed collaborative and supporting positions from LAS Animas County and City of Greeley that should help us at hearing—Their filings express direct support for our positions.

- f. **COGCC Mission Change, Underground Injection, Environmental Impact Prevention and Protection of Wildlife Resources rulemaking** (*September 28 to October 9*)

Garfield County/WRLG filed successful a motion to the commission requesting the 800, 900 and 1200 series rulemaking and briefing submittal deadlines be delayed till after 100-600 series rulemakings are complete in September. Purpose was to allow time for more effective engagement, especially on the 1200 (wildlife) rules. Significant issues to be resolved draft wildlife protection rules lack of clarity on intent to defer to Greater Sage Grouse management plans, mapping etc. as well as other provisions such as deferral to federal NEPA and other permit requirements for federal surface and minerals. COGCC did not begin conferral with BLM till after publishing draft rules. *August 19 deadline to file 800,900,1200 rules Prehearing Statement.*

- g. **AQCC Regulation No. 7 Rulemaking: Sept. 17-18, 2020.** Rulemaking to consider proposed state-only revisions addressing certain aspects of SB19-181 related to: *Control of emissions from natural gas-fired reciprocating internal combustion engines, oil and gas flowback tanks, and oil loadout at underground injection facilities as well as co-benefits to Regional Haze, ozone, and Rocky Mountain National Park nitrogen deposition. Required ambient monitoring of emissions at oil and gas facilities during and pre-production operations including requirements on the frequency of monitoring, the pollutants included in monitoring, and the public disclosure of monitoring data.* WRLG filed Prehearing Statement and now evaluating other parties' positions. WRLG supports a number of the Division's proposed revisions to Regulation Number 7 in principle, but only as applied to the Denver North Denver Front Range ozone nonattainment area in some cases, and only in proximity to populated areas in others. This support is further qualified by the condition that the Division demonstrate its Proposed Revisions are truly cost-effective and tailored to address defined and measurable goals for improving and maintaining air quality even if limited as WRLG suggests.

WRLG's concerns with the Proposed Revisions stem from the Division's one-size-fits-all, blanket statewide approach and simple cost per ton evaluations made in the Initial EIA, which fail to

adequately measure or estimate the true air quality benefits that may reasonably be expected from the Proposed Revisions. WRLG is also concerned that the Division fails to account for the disproportionate economic impacts the Proposed Revisions will have on western and rural areas that are outside of the nonattainment area, and that currently meet or exceed federal health-based standards of air quality.

WRLG supports the Division's Proposed Revisions for the Denver Metro and North Front Range nonattainment area for (1) engines, subject to industry revisions regarding engine applicability, emissions standards, and compliance and (2) pre-production tank requirements and controls, provided they do not require use of fixed roof atmospheric tanks used in production. WRLG opposes pre-production monitoring on multiple grounds, but if adopted by the Commission requests that it be limited to facilities in close proximity to populated areas and that there should be a waiver process available.

- h. Meeting regularly with COGCC leadership and others to negotiate regarding WRLG Coalition perspective that equal protections and benefits are achievable without "one-size-fits-all" regulations in many cases and that one-size may impose significant economic consequences-- while failing to provide intended and necessary health, safety, welfare, wildlife and other benefits. Central theme is respecting local expertise and authority on siting and mitigation of oil and gas facilities.
- i. Continuing to identify key issues and develop positions on issues for each of the specific COGCC and CDPHE/AQCC rulemakings. The working objective is to anticipate specific issues of interest or concern to Garfield County and all WRLG Coalition members for specific rulemakings and to develop positions on those issues as early as possible in formal stakeholder processes. We then evaluate whether to socialize those positions with the regulatory agencies, other stakeholders or media leading up to formal rulemaking processes.
- j. **AQCC: Regulation 22, Regional Haze Rulemaking** December 17-18. This will be a very substantial rulemaking. Draft rules for consideration not yet published.
- k. Additional COGCC and AQCC Rulemakings will occur in 2021 but are not yet scheduled.
- l. Proposition 112-type ballot initiatives (and all citizen petitions) are likely essentially nonexistent for 2020.

#### RECOMMENDED ACTIONS AND GUIDANCE REQUESTS

- IV. Request continued approval to develop and submit comments and prehearing filings for COGCC and AQCC rulemakings in consultation with Town of Silt designee, Layman (and other WRLG member governments.)

Questions from Town of Silt Board of Trustees

**TOWN OF SILT  
BOARD OF TRUSTEES REGULAR MEETING  
August 10, 2020**

**AGENDA ITEM SUMMARY**

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**SUBJECT:** 2020 Grant Update

**PROCEDURE:** Discussion

**SUMMARY AND BACKGROUND OF SUBJECT MATTER:**

It is important to keep the Board of Trustees and the citizens of Silt current on Town Staff's efforts to attain and spend grant funding. The purpose of this briefing is to inform the Board about outstanding grant funds, projects that have been accomplished as a result of grants and discuss future grant opportunities.

Please see the attached memorandum, written by Public Works Director Trey Fonner, for details on 2019, 2020 and 2021 grants given to and being applied for by the Town.

**ORIGINATED BY:** Jeff Layman

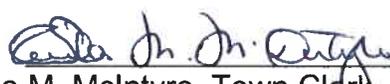
**PRESENTED BY:** Jeff Layman/Trey Fonner

**DOCUMENTS ATTACHED:** Trey Fonner Grants Memo

**SUBMITTED BY:**

  
\_\_\_\_\_  
Jeff Layman, Town Administrator

**REVIEWED BY:**

  
\_\_\_\_\_  
Sheila M. McIntyre, Town Clerk



## Public Works Department

*Trey H Fonner*  
*Public Works Director*

# Memo

**To:** Jeff Layman, Town Administrator  
**From:** Trey Fonner, Public Works Director  
**Cc:** File  
**Date:** August 4, 2020  
**Subject:** Grant overview

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The Town's staff applies for different grants through out a fiscal year. The main grants that are discussed are the Garfield County Mineral Lease District (GCFMLD) grants. These grants are available twice a year. There is a Traditional grant and Mini grant (\$25,000) associated with this district. Grantees have one year to spend the Mini grants and two years to use the Traditional grant funds. The following is a brief overview of grants that have been awarded, unawarded and future projects that grant applications.

### 2019

#### GCFMLD Grants

Spring Mini Grant, for new boilers in Senior Housing:

Project cost: \$31,000.00  
Grant money: \$25,000.00  
Project Status: completed

Spring Traditional Grant, for 8<sup>th</sup> Street waterline:

Project cost: \$328,015.00  
Grant money: \$149,944.00  
Project Status: waiting on signatures for easements, then will go to bid, still planning for 2020 completion

Fall Mini Grant, for Town wide Safety improvements:

Project cost: \$25,000  
We did not receive this grant

Fall Traditional Grant, for wastewater main replacement "boring" project:

Project cost: \$535,000.00  
Grant Money: \$300,000.00  
Project Status: In final design review, still planning for a 2020 completion

CIRSA Timothy Greer Grant, for placement of AED's in 4 Town buildings:

Project cost: \$5,690.00  
Grant Money: \$5,500.00  
Project Status: completed

## 2020

### GCFMLD Grants

Spring Mini Grant, for new telemetry on Irrigation system:

Project cost: \$30,000.00

Grant Money: \$25,000.00

Project Status: Out to bid

Spring Traditional Grant, for 500 block of Main St. improvements:

Project cost: \$400,000

We did not receive this grant

Fall Mini Grant, Rail system to move blowers and motors at wastewater plant:

Project cost: est \$50,000.00

Grant Money: Grant not yet submitted award will be \$25,000.00

Project Status: Programming, grant-writing

Fall Traditional Grant, 7<sup>th</sup> street infrastructure improvements:

Project cost: est \$1,082,722

Grant Money: Grant not submitted yet possible award of \$757,905.00

Project Status: Programming, grant-writing

Pace Family grant, for improvements to Silt River Preserve ponds:

Project cost: Programming in progress

Grant Money: Grant not submitted yet possible award of \$5,000.00

Project status: Programming, grant-writing

CanDo CDOT grant, for replacement of sidewalk sections on 7<sup>th</sup> street:

Project cost: \$32,421

Grant Money: \$32,421

Project status: Ready to go to bid; to be completed in 2020

IMTPR MMOF grant, for design on interchange and pedestrian bridge,

Project cost: Est. \$22,000,000.00

Grant money: \$250,392.00

Project status: Developing RFQ/P

## 2021

Possible projects being considered for GCFMLD grants

Spring Mini Grant: Police Vehicle

Spring Traditional grant: New park equipment and irrigation of Eagles View park

Fall Mini grant: Wastewater lift station pumps

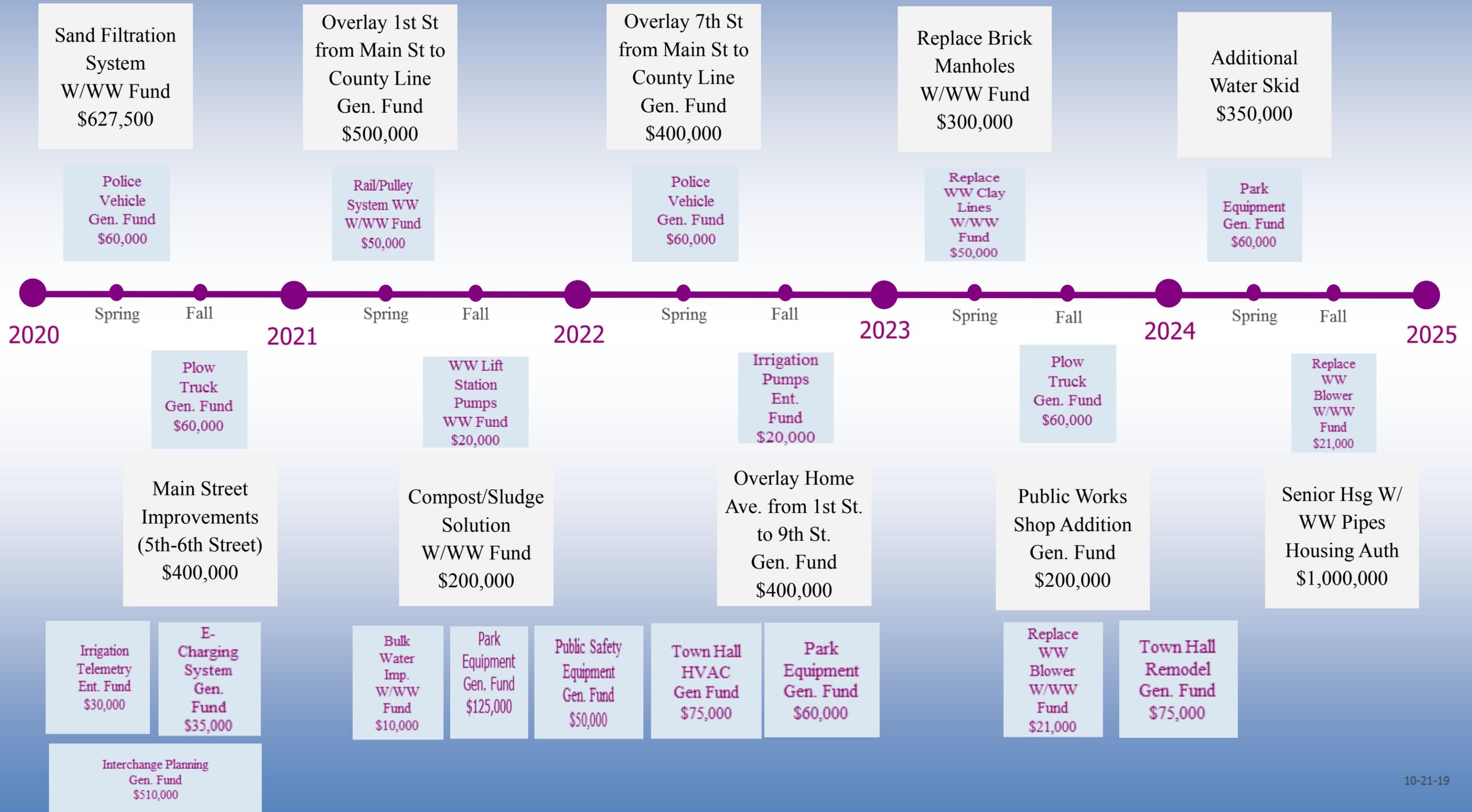
Fall Traditional grant: Water Treatment Plant improvements (added pretreatment).

Please see the attached 5-year Capital Improvement Plan approved in the 2020 Town of Silt budget process.



# 5-Year Capital Improvement Plan

2020-2024



**TOWN OF SILT  
BOARD OF TRUSTEES REGULAR MEETING  
August 10, 2020**

**AGENDA ITEM SUMMARY**

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**SUBJECT:** Town of Silt Financial Status and Recession Plan

**PROCEDURE:** Discussion

**SUMMARY AND BACKGROUND OF SUBJECT MATTER:**

Treasurer Tucker and I will spend a few minutes discussing anticipated Town revenues and expenditures for the remainder of 2020. It has become clear that we should expect some measure of reduced revenue as a result of the COVID pandemic, although not near as dramatic as seen in some municipalities.

We continue to approach the situation in a measured way. We have prepared new revenue and expense estimates and continue to be extra prudent in expenditures across all funds. Department Directors review expenditures with me, keeping the attached "Recession Plan" in mind.

The attachments show our estimates and form the basis for a Supplemental Budget Resolution within the next couple of months. Highlights:

**General Fund Revenue:**

- **Taxes** have generally been solid, led by sales tax. We anticipate being right on budget.
- **Intergovernmental Revenue** is down significantly. We have been told by the State to anticipate half of the \$190,000 that we budgeted. To date, we have received only a portion of that distribution.
- **Charges for Services** are mostly made up of Trash Service Fees and Community Concerts and Events. Utility fees in general are down slightly, potentially due to the pandemic. Obviously, we have had virtually no revenue from Events.
- **Fines** are down, in part, due to open Police Officer positions.
- **Grants** are significantly down due to the fact that we were not selected to receive the "Main Street" grant for the sidewalk, curb and gutter at the 500 block of Main Street of some \$300,000.

**Water and Wastewater Fund Revenue:**

- **Charges for Services** is likely to be lower than budget because of the pandemic.
- **Grants/Contributions** appears lower now because we have yet to fully design the Water plant filtration upgrade and will not be awarded the \$439,000 grant revenue we had budgeted.
- **Miscellaneous** revenue including interest income and penalty fees on utility accounts is lower than expected.
- **Fees** are comprised of tap fees, bulk water, water meters and EQR fees for potable irrigation and may rebound with the Painted Pastures project launch.

**General Fund Expenditures:**

- Anticipating spending about 26% less than budgeted, a reduction of about \$800,000, much of that savings due to the Main Street paving grant that we did not receive. The rest due to savings by departments.
- We have more than \$2.4 M in General Fund reserve.

**Water and Wastewater Fund Expenditures:**

- We will spend about 17% less than budgeted despite increased spending on repair and maintenance and sludge removal cost increases. Admin costs increased, too, when we rebalanced property and casualty insurance premiums and juggled personnel costs.
- We have more than \$2.4 M in W/WW Fund reserve.

On the attached "Recession Plan", we are tracking our status as being in the "Significant" range and are pursuing limited service reductions, i.e., deferring some capital projects, freezing open staff positions and asking the Board to utilize reserves if necessary.

**ORIGINATED BY:**

Jeff Layman

**PRESENTED BY:**

Jeff Layman/Amie Tucker

**DOCUMENTS ATTACHED:**

- Projected Amended Revenues
- Potential Expenditure Reductions
- Recession Plan
- 2020 Capital Project List

**SUBMITTED BY:**



\_\_\_\_\_  
Jeff Layman, Town Administrator

**REVIEWED BY:**



\_\_\_\_\_  
Sheila M. McIntyre, Town Clerk

<b>General Fund Revenues</b>	2020 Approved Budget	4/20 Recomm. Ammend.	Percentage	8/20 Supp. Budget	Percentage
<b>Taxes Total</b>	1,712,784	1,280,134	-25%	1,700,484	-0.72%
<b>Intergovernmental Total</b>	316,211	217,586	-31%	202,200	-36.06%
<b>Licenses/Permits Total</b>	71,190	55,015	-23%	64,550	-9.33%
<b>Charges for Services Total</b>	406,160	400,630	-1%	394,545	-2.86%
<b>Fines Total</b>	30,500	15,525	-49%	15,050	-50.66%
<b>Grants/Contributions Total</b>	388,050	86,425	-78%	103,050	-73.44%
<b>Admin Fees Total</b>	144,041	144,041	0%	144,041	0.00%
<b>Misc Total</b>	78,800	56,900		111,750	41.81%
<b>General Fund Total Revenue</b>	<b>3,147,736</b>	<b>2,256,256</b>	<b>-28%</b>	<b>2,735,670</b>	<b>-13.09%</b>

<b>Water &amp; WW Fund Revenue</b>	2020 Approved Budget	Amended	Percentage	8/20 Supp. Budget	Percentage
<b>Charges for Services Total</b>	1,742,900	1,568,175	-10%	1,664,375	-4.51%
<b>Grants/Contributions Total</b>	940,535	450,000	-52%	450,000	-52.15%
<b>Misc Total</b>	37,000	29,750	-20%	22,700	-38.65%
<b>Transfers Total</b>	590,000	590,000	0%	590,000	0.00%
<b>Fees Total</b>	294,500	237,125	-19%	233,250	-20.80%
<b>Water &amp; WW Fund Total Revenue</b>	<b>3,604,935</b>	<b>2,875,050</b>	<b>-20%</b>	<b>2,960,325</b>	<b>-17.88%</b>

<b>Irrigation Fund Revenue</b>	2020 Approved Budget	Amended	Percentage	8/20 Supp. Budget	Percentage
<b>Fees Total</b>	311,000	253,900	-18%	247,400	-20.45%
<b>Irrigation Fund Total Revenue</b>	<b>311,000</b>	<b>253,900</b>	<b>-18%</b>	<b>247,400</b>	<b>-20.45%</b>

<b>General Fund Expenditures</b>	2020 Approved Budget	4/20 Recomm. Ammend.	Perce entage	8/20 Supp. Budget	Percentage
<b>BOT Total</b>	66,405	64,405	-3%	62,955	-5.20%
<b>Town Administrator Total</b>	57,450	57,450	0%	56,450	-1.74%
<b>Town Clerk Total</b>	63,917	59,677	-7%	59,127	-7.49%
<b>Town Treasurer Total</b>	88,375	83,175	-6%	82,175	-7.02%
<b>General Admin Total</b>	236,857	235,357	-1%	194,736	-17.78%
<b>Comm Dev Total</b>	150,884	146,584	-3%	135,222	-10.38%
<b>PD Total</b>	820,469	796,469	-3%	782,369	-4.64%
<b>PW Admin Total</b>	434,689	429,689	-1%	430,205	-1.03%
<b>PW Streets Total</b>	867,930	239,530	-72%	264,650	-69.51%
<b>PW Parks Total</b>	197,572	130,092	-34%	121,200	-38.66%
<b>PW Veh Maint Total</b>	49,990	47,990	-4%	45,574	-8.83%
<b>Special Events Total</b>	88,539	44,139	-50%	37,665	-57.46%
<b>Legal Total</b>	46,500	46,500	0%	60,000	29.03%
<b>P&amp;Z Total</b>	4,400	4,400	0%	4,180	-5.00%
<b>Recreation Total</b>	21,401	16,201	-24%	16,990	-20.61%
<b>Gen Fund Exp Total</b>	<b>3,195,378</b>	<b>2,401,658</b>	<b>-25%</b>	<b>2,353,498</b>	<b>-26.35%</b>

#### Water/Wastewater Expenditures

<b>W/WW Admin Total</b>	601,150	597,650	-1%	643,976	7.12%
<b>Water Total</b>	1,613,796	975,296	-40%	991,284	-38.57%
<b>WW Total</b>	1,071,913	1,060,913	-1%	1,078,251	0.59%
<b>Water &amp; W/W Exp Total</b>	<b>3,286,859</b>	<b>2,633,859</b>	<b>-20%</b>	<b>2,713,511</b>	<b>-17.44%</b>

#### Irrigation Expenditures

<b>Irrigation Exp Total</b>	<b>287,451</b>	<b>287,451</b>	<b>0%</b>	<b>285,245</b>	<b>-0.77%</b>
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# **TOWN OF SILT**

## **Recession Plan 2020**

In the event that financial difficulties persist that jeopardize the current budget, the Board of Trustees will be asked to work with staff to evaluate the remaining portion of the Town budget and implement necessary actions. Staff will prepare and present a prioritized list of items to be addressed. We anticipate using the following “Recession Plan” as a guide.

There are multiple stages of this high-level plan, with each stage representing escalating impacts to revenue streams. As we more fully review revenue streams, we will know where on this continuum we will land and be able to take appropriate action.

### **Minor**

Impacts to revenues are minor, such as a 1-5% reduction. Staff recommends maintaining service levels while making minor cuts to operating expenditures. Utilize reserves where necessary.

### **Moderate**

Impacts to revenue are moderate, such as a 5-10% reduction. Staff recommends maintaining service levels while making larger cuts to operating expenditures. Reduce annual merit increases for employees. Increase vacation accrual caps. Restrict vacation buy backs. Defer capital projects unless already in process. Utilize reserves where necessary.

### **Significant**

Impacts to revenue are significant, such as a 10-15% reduction. Staff recommends limited service reductions (“unseen” services to be reduced first), manage staffing vacancies and deferring capital projects. Utilize reserves where necessary. Potential merit deferral / freeze in wages.

### **Major**

Impacts to revenue are major, such as a 15-20% reduction. Staff recommends service reductions, merit deferral / freeze in wages, potential reduction in staff and deferring capital projects. Utilize reserves.

### **Crisis**

Impacts to revenue are at a crisis level such as over 20% reductions to revenues. Staff recommends significant reductions in service levels, reduction in staff, merit deferral / freeze in wages and deferring capital projects. Utilize reserves.

# Town of Silt

## Capital Expenditures, Projects and Initiatives: 2020

### Potential Amended Spending Reductions\*\*

#### By Department/Division/Program

##### **General Administration**

		<b>Fund</b>
Celebration/Fireworks**	\$ 14,000	General Fund
Economic Development**	\$ 24,000	General Fund
Computer replacement program	\$ 8,000	General Fund
Ergonomic improvements**	\$ 8,000	General Fund
Board Chambers Microphone Upgrade	\$ 1,000	General Fund
Town Hall Building Improvements	\$ 5,000	General Fund
*Projects-Interchange Design**	\$ 75,000	General Fund
*Projects-Interchange Design	\$175,000	Beautification Fund
*E Vehicle Charging Stations	\$ 30,000	General Fund
Human Resources function improvements**	\$ 13,500	General Fund
*Community Communications Improvement	\$ 5,000	General Fund

##### **Parks**

Parks Master Plan**	\$ 10,000	Park Impact
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##### **Streets**

Transportation Master Plan Update**	\$ 20,000	Construction Impact
Street Overlay Projects**	\$100,000	General Fund
Capital Project: Main Street Improvements; 5 <sup>th</sup> -6 <sup>th</sup> St**	\$435,000	General Fund

##### **Youth Recreation**

Youth Sports Programming	\$ 21,400	General Fund
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##### **Special Events**

Community Concerts/Events**	\$ 24,000	General Fund
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##### **Water**

*Capital Projects: Sand Filtration System install**	\$627,500	W/WW Fund
*Capital Projects: 8 <sup>th</sup> St water line replacement**	\$333,500	W/WW Fund
Debt Service	\$233,000	W/WW Fund

##### **Wastewater**

*Capital Project: Sewer line boring 9 <sup>th</sup> and 16 <sup>th</sup> streets**	\$535,700	W/WW Fund
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# Town of Silt

## Capital Expenditures, Projects and Initiatives: 2020

### Potential Amended Spending Reductions\*\*

Debt Service	\$233,000	W/WW Fund
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#### By Fund

##### **Conservation Trust Fund**

Parks weed mitigation program**	\$ 10,000
*Projects-Irrigation improvement at SRP**	\$ 10,000
Parks paved trails overlay**	\$ 10,000

##### **Water/Wastewater Fund**

*Capital Projects: Sand Filtration System install	\$627,000
*Capital Projects: 8 <sup>th</sup> St water line replacement	\$333,500
*Capital Project: Sewer line boring 9 <sup>th</sup> and 16 <sup>th</sup> streets	\$535,700
Wastewater Debt Service	\$233,000
Water Debt Service	\$233,000

##### **Irrigation**

*Capital Project: Telemetry Improvements	\$ 35,000
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##### **Beautification Fund**

Projects-Interchange Design	\$175,000
Main Street Planting Bed Maintenance**	\$ 10,000
Baseball Infield Improvement	\$ 5,500

##### **Park Impact Fee Fund**

Parks, Recreation and Culture Master Plan**	\$ 10,000
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##### **Construction Impact Fee**

Transportation Master Plan Update**	\$ 20,000
Rifle Animal Shelter Contribution**	\$ 10,000



Date: August 6, 2020  
To: Mayor Richel & Board of Trustees  
From: Jeff Layman, Town Administrator  
Subject: Staff Report

---

Activities, initiatives and news:

- **Board Retreat**
  - We have secured the services of Kimberly Bullen of the Colorado Division of Local Affairs to facilitate a high level Board conversation regarding its vision for the Town. Setting this framework will help us as we develop our 2021 budget and our five-year Capital Improvement Plan. We have set aside about an hour and 20 minutes and realize that we may have to continue the conversation at a later date. At the conclusion of this session, we can decide whether we want to set a special meeting date or use already established Regular Meeting dates to continue.
- **COGCC Testimony**
  - Kirby Wynn asked me to testify at Colorado Oil and Gas Commission rule making hearings on behalf of the oil and gas industry and what their presence in Garfield County means to Silt's economy. Over the last few months, I have testified three times.
- **CRAFT Grant Workshops**
  - As you know, the Towns of Parachute, Rifle, Silt and New Castle have joined forces to develop a regional approach to attracting a larger slice of the tourism dollar. We have finished the round one training and will be presenting to the Silt BoT in the near future as to next steps.
- **Recycling Survey**
  - The Board directed that we conduct a survey to understand better the desires of our citizens. I am scanning the universe to find such a survey.
- **Corona Virus**
  - We will continue to monitor the situation through a variety of means, including a weekly Garfield County Town and County Manager's update call.
  - Although Silt Town Hall has reopened, we are asking our customers to use alternative methods to personally paying their utility bills, including on-line, over the phone and by mailed check.
  - We have taken universally accepted precautions to protect out workers.



- We continue to provide six feet of separation between participants in Board of Trustees meetings, while staff and public attendance is by virtual means.
- It is important to note that most of the precautions we are taking are universally applicable to the prevention of disease.
- We continue to get more information regarding the CARES Act and what items will be available for reimbursement.

**Please see the attached information from Garfield County Manager Kevin Batchelder regarding the County's interaction with Eagle and Pitkin Counties and the State.**

- **Human Resources Consulting**
  - The Staff is reviewing the work done by ILG on the new employee handbook and will share it with the HR Subcommittee and the Board when appropriate. ILG has also begun working on police officer recruiting, selection and retention.
- **Irrigation System**
  - In keeping with the goals presented to the Board last week, we have:
    - Increased our efforts to educate and provide enforcement, including an increase in patrols and public contact.
    - Providing additional public information through utility bills, newsletters, Website, social media, etc.
  - Begun to prepare for the FMLD grant application for the fall of 2020 to build infrastructure to take more water from the Cactus Valley Ditch.
  - Discussed developing a better relationship / involvement / influence with Ditch companies.

Other goals will be discussed during the 2021 budget season and beyond.

- **Town of Silt Owned Real Estate for Sale**
  - Attached you will find the report I receive monthly from Realtor Joe Carpenter. It is from a service called "List Trac" and provides a measure of online "performance".

## Jeff Layman

---

**From:** Joe Carpenter <alert@listtrac.com>  
**Sent:** Saturday, August 01, 2020 10:21 AM  
**To:** Jeff Layman  
**Cc:** joe.carpenter@integratedmtn.com; joe.carpenter@integratedmtn.com  
**Subject:** Your Listing - Monthly Report of Online Activity

Dear Jeff,

Here's a summary of the activity from the past month on your property within the MLS and on other top sites. Please contact me if you have any questions.

Sincerely,  
Joe Carpenter

August 01, 2020

# Your Property

monthly report of activity related to your property



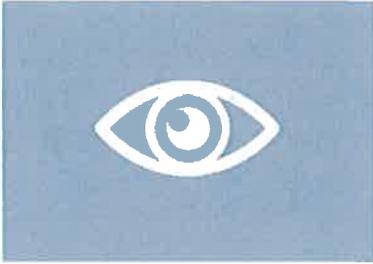
## 1535 River Frontage

\$220,000

Located in a designated Opportunity Zone, this is an ideal location for a restaurant or C-store with I-70 exposure and easy freeway access....

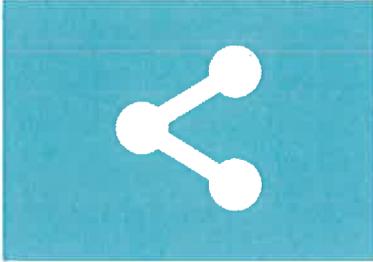
[view details](#)

Online Activity



## 20 Views

A monthly total of how many times your property was viewed in the MLS and on ListTrac-monitored websites.



## 1 Shares

The social index shows how often your listing was shared over the past month on ListTrac-monitored websites. A listing can be 'shared' via email or social media channels like Facebook.

### View Live Stats for Your Home

Click 'view more stats' to see the most up-to-date information about potential homebuyers viewing your home, new shares on social media, and more.

[view more stats](#)

## Market Activity

### Similar Homes for Sale

Homes in the surrounding area that are currently for sale



### 1007 Hwy 6 & 24

\$199,000

Located in a designated OPPORTUNITY ZONE offering potentially significant capital gains benefits. Outstanding visibility and exposure along Hwy 6 &...



## TBD Front

\$175,000

Attention investors! 6 Corner DOWNTOWN City  
lots of FLAT commercial land with B-3 zoning  
Multitude of uses allowed. Free grant money  
available through...

You have received this email because you have subscribed to [ListTrac](#) as [jlayman@lownofsilt.org](mailto:jlayman@lownofsilt.org).

If you no longer wish to receive emails please [unsubscribe](#)

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**Jeff Layman**

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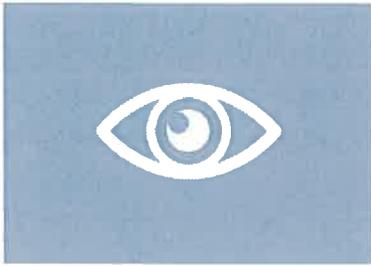
## 1007 Hwy 6 & 24

\$199,000

Located in a designated OPPORTUNITY ZONE offering potentially significant capital gains benefits. Outstanding visibility and exposure along Hwy 6 &...

[view details](#)

**Online Activity**



## 11 Views

A monthly total of how many times your property was viewed in the MLS and on ListTrac-monitored websites.

### View Live Stats for Your Home

Click 'view more stats' to see the most up-to-date information about potential homebuyers viewing your home, new shares on social media, and more.

[view more stats](#)

## Market Activity

### Similar Homes for Sale

Homes in the surrounding area that are currently for sale



#### TBD Front

\$175,000

Attention investors! 6 Corner DOWNTOWN City lots of FLAT commercial land with B-3 zoning. Multitude of uses allowed. Free grant money available through...



#### 1535 River Frontage

\$220,000

Located in a designated Opportunity Zone, this is an ideal location for a restaurant or C-store with I-70 exposure and easy freeway access....

## Jeff Layman

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**From:** Kevin Batchelder <kbatchelder@garfield-county.com>  
**Sent:** Wednesday, August 05, 2020 2:32 PM  
**Subject:** Update on CDPHE, Eagle, Pitkin and Garfield County Meeting  
**Attachments:** Variance Mitigation Framework letter 07.27.2020w.links.pdf

Garfield County City Managers,

On Monday, August 3<sup>rd</sup>, Garfield County joined CDPHE and Eagle and Pitkin Counties in a phone conference to discuss regional collaboration on COVID-19 mitigation strategies. I am writing to you to provide an update of that phone conference. There has been a lot of confusion based on media reports that the State was going to “take away” the County’s variance and I want to set the record straight that the State is not considering that. Furthermore, the case numbers are now trending downwards.

Again, the phone conference was NOT about Garfield County’s variance, or it being taken away, as implied in erroneous media reports. It was a positive call and focused on how CDPHE can support our regional efforts with Eagle and Pitkin Counties, including with grant funding and resources. CDPHE was interested in hearing how regional strategies could benefit Eagle, Pitkin and Garfield and to learn about our collaborative efforts. CDPHE was eager to offer resources and grant funding, in fact, they mentioned that they thought Garfield County’s grant request for our Promotar program and outreach efforts was the best grant submitted. The CDPHE stated that Garfield County’s mitigation plan was considered approved. Attached is the letter submitting our mitigation plan, and this is the link to the spreadsheet.

<https://docs.google.com/spreadsheets/d/1IQyvUfL0P-NkqjOTaxmx32Oq1ZMF65hXBkoFi4vEu7c/edit?usp=sharing>

The focus of the conference call was discussing possible regional efforts including:

1. Developing a stronger regional communications plan that reaches workers, commuters, tourists, businesses and small contractors;
2. Coordinating data and statistics on a regional basis to advance containment strategies;
3. Advancing Garfield County’s “Promotar” program and outreach efforts (communications and translations).
4. Overcoming financial hardships, particularly those faced by small contractors/employers and their employees, who are economically hurting.
5. Developing a regional epidemiology team.

Also discussed was the need for better turnaround times on testing at the State labs. Long waits on test results can defeat contact tracing and investigation efforts. The counties emphasized that statewide testing strategies have to improve turnaround times, identify priorities for who gets tested and increase lab capacity.

The CDPHE is stockpiling testing kits, PPEs and other resources for an anticipated fall season. They feel Colorado is advancing and are seeing case numbers plateau and/or come down and stated that hospital capacity is not overwhelmed. They are eager to assist our efforts.

*Kevin Batchelder*



County Manager  
108 8<sup>th</sup> Street, Suite 101  
Glenwood Springs, CO 81601

<b>Garfield County Mitigation Plan</b>					
<b>Immediate Goal - reduce infection rates, slow disease transmission</b>					
Strategy	Reason	Working Time Frame	Partners Involved	Intended Audience	
<b>Increase capacity for education and enforcement of businesses</b>					
Hire additional staff to respond to community concerns, answer questions for the business community, and enforce public health orders	Expand staff capacity to address education and enforcement	July 20th - August 14th	Municipalities, public safety entities	Businesses, Garfield County community and visitors	
Continue dispersal of our business safety marketing materials	Provide resources for businesses	Ongoing	Businesses, Chamber Associations, Municipalities, Garfield County Economic Recovery Team	Garfield County businesses community and visitors	
Work with business groups and chambers of commerce to deliver guidance on quarantine and isolation for employees	Identified workplace exposures as a source of community spread and feel that better communication and understanding of containment and mitigation strategies for employers and employees is necessary	Workshop and business forum planned July 31, 2020 Meet routinely with chambers on Fridays Continue to deliver resources to the Economic Recovery Team	Businesses, Chamber Associations, Municipalities, Garfield County Economic Recovery Team	Garfield County businesses	
<b>Broaden our marketing outreach campaign and communication strategy</b>					
GCPH is developing a 'promoters' program that places community health workers from a targeted population, in this case Hispanic/Latinx population, to deliver preventive health information	The Hispanic/Latinx population is disproportionately affected in terms of identified positive cases in Garfield County. Traditional marketing strategies have been employed throughout the entire response, but are being modified with new approaches	Toolkit will be developed and ready to go public Labor Day	Voces Unidas, community educators	Hispanic/Latinx community	
The "Mask Up, Do More" campaign is a newly developed county-wide partnership with chambers of commerce, businesses, and municipalities; to educate residents and tourists during the summer/fall months about preventive measures they can take to help reduce the number of new cases. Materials are available in English and Spanish. See materials here: Community marketing campaign. A promotional video has been developed in English and is being completed in Spanish as well.	Develop continuing marketing that targets businesses and individuals to empower individuals to take personal responsibility and join in mitigation efforts	Ongoing	Community leaders chambers businesses, municipalities, citizens	Garfield County community and visitors	
		English video posted July 15th, Spanish video to be completed by the end of July			
		Website went live July 15th City street signs posted in municipalities mid-July			
GCPH is partnering with area hospitals around delivery of quarantine and isolation marketing guidance that has a healthcare focus in both English and Spanish, this will include information given at the time of testing	Potentially positive COVID-19 individuals will receive quarantine and isolation guidance at the time of testing	Currently developing, to be implemented by early August New flyer on testing protocols to be developed early August	Hospitals	Community and visitors who require isolation and quarantine guidance	
Maintain messaging and updates on Facebook live, at public meetings, and other community venues in English and Spanish	As new information becomes available and new marketing strategies are developed, we continue to have dialogue with our community and reinforce accurate messaging	Ongoing	Spanish and English media outlets, municipalities, healthcare community	Garfield County community and visitors	
		Starting July 31st weekly meetings Friday at 10am with Latinx community leaders and media Continue to present targeted messaging and updates to Board of County Commissioners, City Councils,			
<b>Continue regional coordination and collaboration</b>					
Regional collaboration between Garfield, Eagle and Pitkin Counties around communication and marketing outreach, disease containment and testing strategies	We have identified that there is overlap in our three county area in where people live, work, and recreate	Ongoing	Eagle and Pitkin Counties	Visitors and community in the three county area	
Regionwide communication with school districts, and supportive messaging to parents, as well as developing a tri-county metric to communicate case prevalence	There is one school district that covers all three counties in the area. We have aligned to provide consistent messaging	Ongoing	Eagle and Pitkin Counties, school districts, Department of Education, CDPHE	Community, including school district staff, students and parents, in the three county area	

<p>Establish Clear Requests/Expectations for State:</p> <ul style="list-style-type: none"> <li>- Build Testing Capacity</li> <li>- Ensure 90% of Tests Have Results Within 48 Hours</li> <li>- Set State Vision</li> <li>- Set State Marketing and Communication Strategy</li> <li>- Request Specific Assistance to Assist Businesses</li> </ul>	<p>We want to ensure that we are best aligning our efforts with the State</p>	<p>Ongoing</p>	<p>Eagle and Pitkin Counties, CDPHE, Governor's Office</p>	<p>Local and state government Eagle, Pitkin, and Garfield Public Health</p>
<p>Coordinate regional disease investigation team</p>				
<p><b>Ensure timely follow-up of all identified cases</b></p>				
<p>Case investigation and contact tracing will be conducted within 24-48 hours of case notification</p>	<p>There is overlap in disease spread in the three county area</p>	<p>Ongoing</p>	<p>Eagle and Pitkin Counties, CDPHE</p>	<p>Local and state government Eagle, Pitkin, and Garfield Public Health</p>
<p>Garfield County Public Health (GCPH) is in the process of hiring additional contact tracers and is utilizing overflow tracers through the CDPHE to ensure timely follow-up of all identified cases. New staff will begin July 27 and onboarding will commence in the next four weeks</p>				
<p>A timely response is needed for containment and mitigation of disease spread</p>				
<p>CDPHE</p>				
<p>Positive and presumptive positive cases in Garfield County</p>				



195 W. 14<sup>th</sup> Street  
Rifle, CO 81650  
(970) 625-5200

2014 Blake Avenue  
Glenwood Springs, CO 81601  
(970) 945-6614

**To:** Jill Hunsaker Ryan, MPH, Executive Director, CDPHE  
Mara Brosy-Wiwchar, Chief of Staff, CDPHE  
Michelle Child, County Variance Manager

**From:** Commissioner John Martin, Chair  
Yvonne Long, Director of Garfield County Public Health

**Re:** Garfield County COVID-19 Mitigation Plan

**Date:** July 27, 2020

### **Variance & Mitigation Framework**

The thresholds currently indicated in our most recent variance approval are as follows:

- Number of hospitalizations
- New cases doubling over a 5-day reporting period
- Increase at outpatient clinics (based on our trend data)
- Increasing trend of percent of tests positives over 15 days

### **Community Goals**

We must work collectively to help slow the spread of COVID-19 in our communities. Garfield County is working and will continue to work with our partners to:

- Take actions that can help decrease case incidence rates
- Continue to support our health and medical systems to maintain the capacity to serve our communities
- Implement actions now that support longer-term goals including maintaining our current economy, keeping the workforce employed, and supporting schools to operate within the best model for learning
- Help best protect the people in our communities most likely to have severe disease, while also implementing new strategies to help vulnerable populations disproportionately impacted by the disease. This will save lives and best support all within our communities

### **Response Efforts Implemented to Date**

In response to COVID19, Garfield County Public Health has worked closely with healthcare, public safety, and community partners. Emergency departmental operations within public health began in February with the culmination of a full Incident Management Structure with outside partners beginning March 17th. Response efforts have included:

- Multiple marketing campaigns in English and Spanish that included up to date messaging on safety and prevention
- Translation of every public health order and press release into Spanish

- Provided consistent and timely public information to the county by developing community briefs on COVID19 response, established a public hotline, responding to media inquiries, press releases, County website, emergency feed, Facebook account, webinars hosted by City of Glenwood Springs, radio broadcasts
- Continued to support local organizations and stakeholder needs through outreach from the Incident Management Team and standing meetings with municipalities, hospitals, healthcare agencies, public information officers, schools, and other emergency and community partners
- Implemented State Public Health Orders, issued social distancing guidance, and conducted case investigation and contact tracing
- Coordinated with Mountain Family Health Centers to establish a community testing sites throughout the region
- Increased testing capabilities by working with medical providers
- Collaborated on regional response efforts with Eagle and Pitkin Counties
- Created Economic Recovery Team and continued engagement with the business community
- Received and reviewed over 1000 Business Social Distancing Plans from businesses and events
- Worked with partnering organizations to address food security for those facing economic hardships and safety measures for higher risk populations

Once cases began to increase, we added additional strategies, modified some of the work done to date, and began planning and implementing the mitigation steps that are highlighted below.

### **Disease Trends**

Disease trends for Garfield County are summarized and updated on our GCPH web page:

- [COVID Dashboard](#)
- The County is experiencing a steady increase in our Hispanic/Latinx population related to workplace, or workplace adjacent exposures. Individuals most affected have worked in service-oriented jobs such as construction, painting, property management, and housekeeping
- There is evidence of community-spread in Garfield County
- From June 1 to present, 26% of cases are in the 20 to 29-year-old age demographic
- Young working adults, ages 20 to 39, have accounted for 46% of cases in the same time period

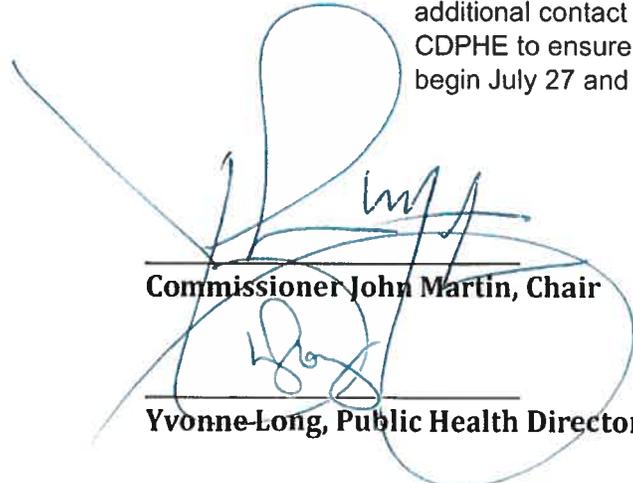
### **Mitigation Steps and Timeline**

The Garfield County COVID-19 Mitigation Plan can be viewed in greater detail at the link below: <https://docs.google.com/spreadsheets/d/1IQyvUfL0P-NkqjOTaxmx32Oq1ZMF65hXBkoFi4vEu7c/edit?usp=sharing>

1. Increase capacity for education and enforcement of businesses
  - a. Hire additional staff to respond to community concerns, answer questions for the business community, and enforce public health orders

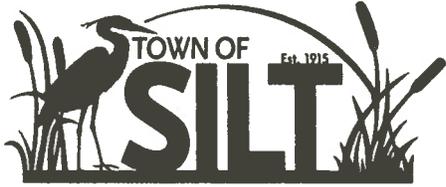
- i. Job posting and interviews already conducted to date; hiring and onboarding processes will commence within the next four weeks
  - b. Continue dispersal of our [business safety marketing materials](#)
  - c. Work with business groups and chambers of commerce to deliver guidance on quarantine and isolation for employees
    - i. Workshop and business forum planned July 31, 2020
    - ii. Meet with Chambers every Friday
    - iii. Continue to deliver resources through the Economic Recovery Team
2. Broaden our marketing outreach campaign and communication strategy
- a. GCPH is developing a 'promotores' program that places community health workers from a targeted population, in this case Hispanic/Latinx population, to deliver preventive health information
    - i. Looking to hire short-term consultant(s) to help develop materials, training programs, and have a toolkit to go public by Labor Day
  - b. The "Mask Up, Do More" campaign is a newly developed county-wide partnership with chambers of commerce, businesses, and municipalities, to educate residents and tourists during the summer/fall months about preventive measures they can take to help reduce the number of new cases. Materials are available in English and Spanish. See materials here: [Community marketing campaign](#). A promotional video has been developed in English and is being completed in Spanish as well.
    - i. City street signs posted in municipalities mid-July
    - ii. English video posted July 15 Spanish video to be completed by the end of July
    - iii. Website went live July 15
    - iv. Materials developed for summer and will be updated for fall season
  - c. GCPH is partnering with area hospitals around delivery of quarantine and isolation marketing guidance that has a healthcare focus in both English and Spanish, this will include information given at the time of testing
    - i. Currently developing hospital outreach, to be implemented by early August
    - ii. New flyer on testing protocols to be developed early August
  - d. Maintain messaging and updates on Facebook live, at public meetings, and other community venues in English and Spanish
    - i. Weekly meetings Friday at 10am with Latinx community leaders and media will begin July 31st
    - ii. Continue to present targeted messaging and updates to Board of County Commissioners, City Councils, Facebook, webinars, and community venues

3. Continue regional coordination and collaboration
  - a. Regional collaboration between Garfield, Eagle and Pitkin Counties around communication and marketing outreach, disease containment and testing strategies is ongoing
  - b. Regionwide communication with school districts, and supportive messaging to parents, as well as developing a tri-county metric to communicate case prevalence
  - c. Establish Clear Requests/Expectations for the State:
    - i. Build Testing Capacity
    - ii. Ensure 90% of Tests Have Results Within 48 Hours
    - iii. Set State Vision
    - iv. Set State Marketing and Communication Strategy
    - v. Request Specific Assistance to Assist Businesses
  - d. Coordinate regional disease investigation team
4. Ensure timely follow-up of all identified cases
  - a. Case investigation and contact tracing will be conducted within 24-48 hours of case notification
    - i. Garfield County Public Health (GCPH) is in the process of hiring additional contact tracers and is utilizing overflow tracers through the CDPHE to ensure timely follow-up of all identified cases. New staff will begin July 27 and onboarding will commence in the next four weeks



\_\_\_\_\_  
**Commissioner John Martin, Chair**

\_\_\_\_\_  
**Yvonne Long, Public Health Director**



## Public Works Department

*Trey H Fonner*

*Public Works Director*

# Memo

**To:** Jeff Layman, Town Administrator  
**From:** Trey Fonner, Public Works Director  
**Cc:** File  
**Date:** August 4, 2020  
**Subject:** Public Works Department Report

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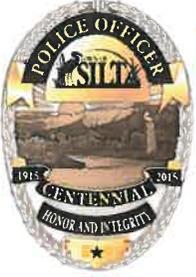
The following department report is a snapshot of some of the tasks and projects the Public Works staff has undertaken over the past several weeks.

- ❖ Remove Graffiti from Green room at Stage
- ❖ Repaint inside of Green room
- ❖ Clear, grub, irrigation system, and plant grass seed at detention pond in Painted Pastures
- ❖ Replace hoses and valve on West Bulk water station
- ❖ Sprinkler head replacement in Town Parks
- ❖ Fix booster pump that feeds irrigation water to Eagles View
- ❖ Mow out at Silt River Preserve
- ❖ Replace stop sign at 5<sup>th</sup> and Main St.
- ❖ Start the replacement of Drop box at Town Hall
- ❖ Clean up brush pile at Town shop
- ❖ Haul off concrete from Town shop
- ❖ Start road patches in Eagles View
- ❖ Oversee new sewer tap and water tap at 2<sup>nd</sup> and Grand
- ❖ Replace light bulbs outside of Senior Housing
- ❖ Repair locks at Senior Housing
- ❖ Irrigation repairs at Silt River Preserve
- ❖ Pick up branches that fell during windstorm around Town
- ❖ Replace lights on Front St. with LED'S
- ❖ Replace level flag on cemetery irrigation tank
- ❖ Remove and replace gutter pan and sidewalk in Eagles View
- ❖ Remove and replace sidewalk in Flying Eagle
- ❖ Water leak at 171 Belgian Loop, this project took 3 days to complete as finding the source of the leak was very problematic. This was due to the water getting into the pea gravel trench making it hard to determine which way the water was coming from.
- ❖ Set up tent for Farmer's Market
- ❖ Reskin No Parking signs in Spruce Meadows (4) and Painted Pastures (6)
- ❖ Change out faded one-way sign on round-a-bout in Stoney Ridge
- ❖ Work on AC units at Senior Housing

- ❖ Meetings on IworQ program for Public works and Community Development
- ❖ Work on easements for 8<sup>th</sup> Street water line project
- ❖ Site visit with Aspen Valley Land Trust at Silt River Preserve
- ❖ Meet with CDOT on Bike/Ped safety on interchange
- ❖ Pre bid meeting on Irrigation Telemetry
- ❖ Meeting on Irrigation system
- ❖ Start Grant process for fall GCFMLD grants
- ❖ Meeting with CanDoCDOT on sidewalk project and grant for parts of 7<sup>th</sup> street
- ❖ Meeting with Sopris Engineering on The Village and Riverview irrigation system
- ❖ Review Plat for The Village

## Water/Wastewater

- ❖ Wasted 4 loads of sludge
- ❖ Clean up belt press and belt press room
- ❖ Ran labs; dailies weeklies and DMR (Wastewater)
- ❖ Changed filters on blowers
- ❖ Weekly housekeeping of Head works building
- ❖ Tan TSS on influent and effluent, ecoli test, and PH. Weekly testing
- ❖ Check lift stations at Camp Colorado and Holiday Inn. Also added a degreaser agent
- ❖ Repair and replaced broken skimmers in aeration basins
- ❖ Unclogged 3 aeration ports in aeration basins
- ❖ Meet with Town Engineer on rail system to move Blowers and motors
- ❖ CCR report filed with the State and published for the public.
- ❖ Overflow the Mesa View tank and flush hydrants in that area. This was done to try and completely turn over the water in that system to try and help the TTHM levels
- ❖ Quarterly test for TTHM pulled and sent to lab.
- ❖ Received TTHM results, 51ppm. The State will average the 4 quarterly numbers that are reported to them this average cannot exceed 80ppm
- ❖ Acid and CLS MCIP's on skids (daily)
- ❖ Gather dailies and monthly samples
- ❖ Clean turbidity meters
- ❖ Weekly labs, test including but not limited to hardness, alkalinity and turbidity
- ❖ Received chemical shipment
- ❖ Started training Casey to operate water plant
- ❖ Lanny Carlsons last day was July 31<sup>st</sup>
- ❖ Monthly meter reads
- ❖ No shut offs being done due to COVID
- ❖ 19 meters not reading. Meters are in houses and can not be checked until COVID restrictions are lifted (in the works)
- ❖ 19 meters in pits not reading. Started maintenance of these meters located outside
- ❖ Field testing performed, including but not limited to CL2, Phosphate, and temperature
- ❖ Monthly Total Coliform testing on distribution system
- ❖ Zubin is now listed as ORC of Wastewater plant
- ❖ 11,662,117 of finished water produced from 24,372,000 of raw water



## SILT POLICE DEPARTMENT

231 North Seventh Street / PO Box 70 / Silt CO 81652  
Phone: 970-876-2735 / Fax: 970-876-0205

To : Jeff Layman  
From : Chief Kite  
Re: Monthly Activity Report , July 31 2020

In the month of July 2020 the Silt Police Department had 424 calls for service.

65 penalty assessment tickets were issued for traffic violations.

121 warnings were issued for infractions of the law.

14 calls for service were related to Animal Complaints.

There were also 30 arrests made by the Silt Police Department for criminal charges in the month of July and 0 Juvenile arrests.

At the end of July 2019, the total number of calls for service was 441

There were 0 K9 deployments and 0 finds.

### FYI

The Town Of Silt Police Department is currently working on watering violations we have posted approximately 10 warnings. We also have two sex assault investigations in progress and a possible child pornography investigation. We are seeing a rise in Domestic Violence cases.

### Community relations

No further information at this time. If you have any questions please contact me.

Chief Kite

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC TOTAL

Incidents 2020	338	291	347	299	398	364	424									2461
INCIDENTS 2019	446	365	359	408	459	480	441	494	324	381	327	327				4403
Cases 2020	30	16	24	22	38	31	19									180
CASES 2019	16	29	19	23	28	31	21	32	25	34	22	16				273
Animal 2020	18	11	26	11	31	20	14									131
ANIMAL 2019	12	13	24	23	29	21	25	19	18	19	26	23				229
Adult Arrests 2020	36	22	19	29	24	27	30									187
ADULT ARRESTS 19	12	22	12	20	21	37	25	30	12	30	31	32				264
Juvenile Arrests 2020	1	1	0	13	2	2	0									19
JUVENILE ARRESTS 19	2	5	0	0	0	3	4	3	2	1	3	0				23
Tickets 2020	43	44	37	55	29	34	65									307
TICKETS 2019	60	43	42	29	62	58	78	52	22	53	42	29				541
Warnings 2020	74	92	90	63	68	85	121									593
WARNINGS 2019	111	100	90	48	104	124	100	97	60	107	88	30				1012



Date: August 4, 2020

To: Mayor, Trustees and Administrator Layman

From: Sheila McIntyre, Town Clerk/ Municipal Court Clerk

Re: Staff report for July 2020

Town Clerk duties:

- Signed payroll and A/P checks
- Attended regular BOT work sessions and meetings by Zoom
- Coordinated and ordered food for work session
- Attended staff meetings
- Met with liquor licensee re: renewal
- Purging old stuff and documents
- Shipped out cell phones
- Processed liquor license renewals
- Reviewed latest codification and updated codebooks
- Prepared and emailed various public notices to newspaper
- Index filing
- Prepared directives list
- Took deposits to bank
- Prepared and sent out BOT packets
- Follow up on meetings and transcribed minutes
- Contacted liquor licensees re: latest executive orders
- Misc research for various staff members
- Conference call with Granicus
- Ordered forms for building department
- Continued to provide customer service out of the front office while still recognizing the ever-changing executive orders to keep staff safe as well as the public

Municipal Court & Police Dept. duties:

- Assisted with oral boards for Sergeant position
- Input municipal tickets and parking tickets along with payments
- Correspondences with Prosecuting Attorney & Judge regarding cases and plea deals
- Released bench warrant and OJW's
- Processed plea deals
- Submitted Warrantless Arrest Affidavits to DA's office
- Prepare for and attend court
- Processed court files after court with Judges' orders

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TOWN OF SILT  
STAFF REPORT

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Date: July 31, 2020

To: Mayor and Board of Trustees

From: Amie Tucker, Treasurer

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Tasks Completed in June

- Payroll
- Retirement contributions (FPPA & CRA)
- Payroll tax payments (State & Federal)
- Accounts Payable
- Petty Cash Reconciliation
- Reconcile Bank Statements
- Journal Entries
- Financial Statements
- Sales Tax
- Monthly Disbursements
- CVRF application and back up for reimbursement
- CIRSA safety meeting audit and premises walk through
- Financial 2019 Audit preparation
  - Detail general ledger in PDF file format. (All Funds)
  - 2019 and 2020 budgets.
  - 2018 Certificate of Tax Levies and Assessed Valuations.
  - Resolutions and Ordinances for 2019.
  - December Treasurer's Ledger from Garfield County.
  - Schedule of any new loans or leases entered into in 2019.
  - Copy of minutes of the board from January 2019 to present.
  - List of all adjusted journal entries that were made in 2019.
  - Copy of grants received in 2019 and copies of reports submitted for the grants.
  - Bank statements from January 2019 to present.
  - Accounts payable listing as of December 31, 2019.
  - Accounts receivable listing as of December 31, 2019.
  - 941 'sand W-3 for the year 2019.
  - Utility billing monthly reports.
    - Aging Report
    - Account Receivable by Service
    - Billing & Usage Summary

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke, located in the bottom right corner of the page.

- Transaction Summary
  - Year-end checkout reports from Caselle.
- Supplemental 2020 Budget preparation
- 2021 Budget preparation
- Zoom meeting hosting for staff , Board and P & Z meetings

## MEMORANDUM

**TO:** Jeff Layman, Town Administrator  
**FROM:** Janet Aluise, Community Development Director  
**DATE:** August 6, 2020 (for July 13, 2020 to August 9, 2020)

### Studies/Master Plans/Research

### Pre-Application Conferences/Submittals

Schlein/Ellison SUP # 2 Residential Unit  
Village @ Painted Pastures Commercial Site Plan

### Building Department

Zoning Review (2 single family dwellings)  
Contractor Licensing, BEST Tests (6)  
Permit Issuance (26)

### Administration

Staff/Jeff meetings (4)  
LED Sign Changes (24)  
Website Revisions for 2020 (All departments)  
P & Z meeting minutes  
2021 Draft Budget Predictions & Supplemental Budget

### Agreements

Village at Painted Pastures ADA & SIA

### Recreation

Soccer Clinic  
Micro-Soccer Fall Season

### Grants

Fall Grant – Help Trey

### Meetings/Events

P & Z & BOT Meetings (4)  
Painted Pastures Final Plat (2)  
Regional Public Information Meetings  
Lauralee Patton – Parachute re: SolSmart  
Jo An Kerr re: developmt N of Stoney Ridge  
Christian Harra re: Tent

### Economic Development

Fee-Share Discussions (Sales Tax Rebate)  
Jack Arbess/Norm Batchelder re: mf dev (2)

### Subdivisions

Fire protection – Eagles View Subdivision  
Lyon Subdivision – accessory buildings  
PP Village Final Plat & Comm Site Plan

### Resolutions

Resolution 29 (Schlein/Ellison SUP)  
Resolution 18 (Village Final Plat)

### Ordinances

### Special Events

Beautiful Yard Contest (Rounds 2 & 3)  
Movie Night in the Park (4)  
Business Highlight Program (10 businesses)  
Farmers' Market (10 vendors)

### Intergovernmental

One of the challenges in land use application processing is timing and coordination of review. When the department receives a land use application, the Silt Municipal Code many times prescribes an exact time period for the review to take place and the application to be placed on agendas (P & Z/BOT). In the case of complex projects, sometimes numerous other tasks must occur, such as negotiation of an agreement, determination of types/scope of infrastructure needed, and interfacing of proposed infrastructure with existing infrastructure. As such, the Town's staff members and its consultants must coordinate reviews with capital improvement and master plans, determine costs of the Town's perpetual maintenance, and make sure that the application meets the criteria spelled out in the Comprehensive Plan and the Silt Municipal Code. This process can be time-consuming and frustrating for applicants and staff, unless both sides are well-prepared and willing to give a little to make the project the best that it can be for the Town and its citizens.

