

SPECIAL MEETING

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. REVIEW AGENDA
- V. OLD BUSINESS
 - a. Consider Merrick Contract for Professional Services
 - b. Consider CIRSA Coverage - Phone Jill Padbury
 - c. Consider Pavilion Punch List
- VI. EXECUTIVE SESSION
 - a. Executive Session for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators, under C.R.S. §24-6-402(2)(e) related to CDPHE Discharge Permit
- VII. PUBLIC HEARINGS AND RELATED ACTIONS
 - A. PZC Commissioner Absence Hearing
- VIII. ADJOURN

REGULAR WORK SESSION (Following Mtg)

- Reports & Presentations - Public Works, LWCRCo, Recreation
- Mays/SGM 30% Design Completion Meeting Report - Dooley
 - Director of Parks & Rec Selection Process
 - Parks & Rec Bylaws Review
 - Mayer North Creede Replat
 - Administrative Reviews/Raises
 - Holy Moses Replat Schedule
 - Review RFP for Sidewalks
 - Any Other Business

Posted 1/12/17

OPEN TO THE PUBLIC



November 3, 2017

Merrick & Company
2480 West 26th Avenue, Suite B225
Denver, CO 80211
Tel: 303-964-3333
Fax: 303-964-3355

www.merrick.com

City of Creede
c/o Clyde Dooley, Town Administrator
PO Box 457
201 N. Main
Creede, Colorado 81130

RE: WILLOW CREEK FLUME IMPROVEMENTS – CONSTRUCTION PHASE

This is to clarify/confirm our understanding of Construction Phase engineering roles.

Scope

Merrick will provide or supervise/coordinate Construction Phase services for Creede for this project.

Key work items include:

- Consult with Design/Build Contractor and review their “Phase 1” design products (e.g. Preliminary Report, design drawings with specifications, construction cost budgets, etc.). These services include contributions of Warren Harrison, who will be billed thru us.
- Field inspection services during project construction. We hope to retain a qualified local engineer for this work. Provide construction quality verification and monthly pay estimate certification.
- Concrete testing (and other materials if needed).
- Represent Creede for other reviews, negotiations, or related services, as directed.

Payment

Work will be done on an hourly rate basis plus actual expense basis using the ongoing services rate schedule for Creede. Merrick, with Creede approval, may increase hourly rates for 2018 services to reflect yearly cost increases.

The Mays’ proposal budget allowed \$80,000 for these services (not including Warren). This appears to be a reasonable estimate to use for our Construction Phase engineering services.

It is requested that you approve the scope and budget given herein. We agree not to exceed the \$80,000 budget unless justification is provided, and additional billings approved by the Town.

All our services regarding the Flume project will be kept separate from other O & M related billings; this work should be accounted for as part of the capitalized project.

If approved by the Town, please acknowledge by returning a signed copy.

Respectfully submitted,

MERRICK & COMPANY



Ronald C. McLaughlin, PE & LS

cc: Karen Lintott, Attorney

The above scope and budget are approved by Creede and the Town Engineer is authorized to proceed.

By: _____

Date: _____



MEMORANDUM

TO: Clyde Dooley, City Manager
City of Creede, a Town

FROM: Jill Padbury, Underwriting Manager 

DATE: December 6, 2017

SUBJECT: 2018 Optional Coverage Issues

The purpose of this memorandum is to introduce you to two new optional liability coverage programs effective January 1, 2018, and to request your acceptance or rejection of these optional coverages by no later than Wednesday, December 27, 2017.

In addition, we are enclosing information on the optional special events liability program.

New Optional Liability Coverage Programs

CIRSA is pleased to announce the addition of two new optional liability coverage programs effective January 1, 2018. The optional coverages are for:

- Property Damage Caused by Member's Use of Mobile Equipment; and
- No Fault Water Line Ruptures and/or Sewer Back-Up Coverage

The attached plan information documents provide a general summary of these programs. Your entity's quote is shown on the applicable Notice of Acceptance/Rejection of Quotation form. ***Please complete and return this form by no later than December 27, 2017 if you would like this coverage to be in effect starting January 1, 2018. (If you would like a later effective date, we must have your completed form at least five working days prior to your desired effective date.)***

If your entity previously reported any water/sewer payroll on the Separately-Rated Exposures Section of the 2018 Property/Casualty Application, then we are also attaching a general summary of a new optional coverage for no-fault water line ruptures and/or sewer backups, along with your entity's quote shown on the applicable Notice of Acceptance/Rejection of Quotation form. ***Please complete and return this form by no later than December 27, 2017 if you would like this coverage to be in effect starting January 1, 2018. (If you would like a later effective date, we must have your completed form at least five working days prior to your desired effective date.)***

Special Events Liability Coverage Program

Finally, attached are the 2018 Plan Information and Short Form Questionnaire for CIRSA's existing Special Events Coverage Program. These materials are for your information and for use at such time as you have a special event for which you would like this coverage. You can participate in this program at any time by submitting a completed Short Form Questionnaire at least five working days prior to an event's effective date.

Conclusion

If you have any questions regarding these optional coverage programs, please do not hesitate to contact your CIRSA underwriting representative.



December 6, 2017

Clyde Dooley, City Manager
City of Creede, a Town
P.O. Box 457
Creede, CO 81130

SUBJECT: New 2018 Optional Coverage Program for Property Damage to Others Caused by Member's Use of Mobile Equipment Quote, Plan Information and Acceptance/Rejection Form

Dear Clyde:

Enclosed is a Property Damage to Others Caused by Member's Use of Mobile Equipment quotation for 2018. Coverage is being self-funded by CIRSA.

Your entity's quote is shown on the attached Notice of Acceptance/Rejection of Quotation form.

The Plan Information provides a general summary of the coverages. All coverages are governed by the terms, conditions, exclusions, and limitations stated in the applicable coverage documents. **The enclosed Plan Information summary should not be relied on as a substitute for review of those documents.** If the enclosed information is not adequate for you to make a decision about participating in the coverage for 2018, please do not hesitate to contact your underwriting representative.

This quote is for coverage effective January 1, 2018, through December 31, 2018. You may purchase this coverage at any time during the year and the contribution will be pro-rated based on the actual effective date chosen. **However, CIRSA must receive your acceptance letter at least five (5) working days prior to the effective date of coverage**

This coverage is optional. Your entity is not required to purchase this coverage.

For coverage effective January 1, 2018, please return the Notice of Acceptance/Rejection of Quotation form no later than Wednesday, December 27, 2017.

Sincerely,

A handwritten signature in black ink, appearing to read "JCowlshaw", written in a cursive style.

Jessica Cowlshaw
Senior Underwriting Representative

Enclosures

**2018 PROPERTY DAMAGE TO OTHERS CAUSED BY MEMBER'S USE OF
MOBILE EQUIPMENT COVERAGE
NOTICE OF ACCEPTANCE/REJECTION OF QUOTATION**

The City of Creede, a Town

does

does not

wish to purchase Property Damage to Others Caused by Member's Use of Mobile Equipment coverage for the annual premium of **\$1,000.00** effective January 1, 2018 through December 31, 2018.

Signature: _____

Title: _____

Date: _____

**Signature must be that of the Mayor, Manager, Clerk or equivalent
(such as President of a Special District).**

This is NOT a bill. An invoice will be sent upon acceptance.

**2018 PROPERTY DAMAGE CAUSED BY MEMBER'S USE OF
MOBILE EQUIPMENT COVERAGE PLAN (Optional)**

Coverage: Currently under the Governmental Immunity Act, members who cause injury or damage while operating mobile equipment have governmental immunity. This optional coverage will pay a limited amount for damage to property to others caused by the member's use of mobile equipment. This includes, but is not limited to, street sweepers, lawn mowing equipment, and mobile equipment (other than motor vehicles) used for snowplowing, etc.

This coverage is excess of any other valid collectible insurance available to the owners of the affected property. This coverage has been designed to help pay a claimant's deductibles (up to the \$2,500 sublimit) or assist those without insurance with some of the damage costs.

Limit: \$2,500 Each Claim
 \$10,000 Annual Member Aggregate

Deductible: \$0

Claims: Claims will be handled by the CIRSA Claims Department. Please report claims using the CIRSA on-line claims system or contact your assigned CIRSA Claims Representative.

This information is provided only as a general summary of the coverages that apply or are available to CIRSA members. All coverages are governed by the terms, conditions, exclusions and limits stated in the applicable coverage documents.

This summary should not be relied on as a substitute for review of those documents.



December 6, 2017

Clyde Dooley, City Manager
City of Creede, a Town
P.O. Box 457
Creede, CO 81130

SUBJECT: New 2018 Optional Coverage Program for No-Fault Water Line Rupture and/or Sewer Back-up Coverage Quote, Plan Information and Acceptance/Rejection Form

Dear Clyde:

Enclosed is a No-Fault Water Line Rupture and/or Sewer Back-up quotation for 2018. Coverage is being self-funded by CIRSA.

Your entity's quote options are shown on the attached Notice of Acceptance/Rejection of Quotation form.

The Plan Information provides a general summary of the coverages. All coverages are governed by the terms, conditions, exclusions, and limitations stated in the applicable coverage documents. **The enclosed Plan Information summary should not be relied on as a substitute for review of those documents.** If the enclosed information is not adequate for you to make a decision about participating in the coverage for 2018, please do not hesitate to contact your underwriting representative.

This quote is for coverage effective January 1, 2018, through December 31, 2018. You may purchase this coverage at any time during the year and the contribution will be pro-rated based on the actual effective date chosen. **However, CIRSA must receive your acceptance letter at least five (5) working days prior to the effective date of coverage**

This coverage is optional. Your entity is not required to purchase this coverage.

For coverage effective January 1, 2018, please return the Notice of Acceptance/Rejection of Quotation form no later than Wednesday, December 27, 2017.

Sincerely,

A handwritten signature in black ink, appearing to read "Jessica M. Cowlshaw".

Jessica M. Cowlshaw
Senior Underwriting Representative

Enclosures

**2018 NO FAULT WATER LINE RUPTURE AND/OR SEWER BACK-UP COVERAGE
NOTICE OF ACCEPTANCE/REJECTION OF QUOTATION**

The City of Creede, a Town

does wish to purchase No Fault Water Line Rupture and/or Sewer Back-up Coverage effective January 1, 2018. Please choose an option below:

Option I for a premium of **\$1,000.00**.

\$ 2,500 Any one residential premises
\$ 2,500 Any one commercial occupancy
\$ 10,000 Annual Member Aggregate

Option II for a premium of **\$1,500.00**.

\$ 5,000 Any one residential premises
\$ 5,000 Any one commercial occupancy
\$ 20,000 Annual Member Aggregate

Option III for a premium of **\$2,500.00**.

\$ 10,000 Any one residential premises
\$ 10,000 Any one commercial occupancy
\$ 40,000 Annual Member Aggregate

does NOT wish to purchase No Fault Water Line Rupture and/or Sewer Back-up Coverage at this time.

Signature: _____

Title: _____

Date: _____

**Signature must be that of the Mayor, Manager, Clerk, or equivalent (such as
President of a Special District).**

This is NOT a bill. An invoice will be sent upon acceptance.

**2018 NO-FAULT WATER LINE RUPTURE AND/OR SEWER BACK-UP
COVERAGE PLAN (Optional)**

Coverage: Currently an indemnity payment to a claimant is made only if an incident falls within a waiver provision in the Governmental Immunity Act, such as a dangerous physical condition of the public water or sanitation system arising from the member's faulty construction, operation, or maintenance. This optional coverage will pay a limited amount for damage, including cleanup costs to property of others, when the member has immunity or is otherwise not at fault for the damage.

This coverage is excess of any other valid collectible insurance available to the owners of the affected property. This coverage has been designed to help pay a claimant's deductibles, up to the chosen sublimit per any one premises or commercial occupancy, listed below or to assist those without insurance with some of the damage costs or clean up expenses.

Limits: Members have the option of selecting the following limits of coverage:

Option I	\$ 2,500	Any one residential premises
	\$ 2,500	Any one commercial occupancy
	\$ 10,000	Annual Member Aggregate
Option II	\$ 5,000	Any one residential premises
	\$ 5,000	Any one commercial occupancy
	\$ 20,000	Annual Member Aggregate
Option III	\$ 10,000	Any one residential premises
	\$ 10,000	Any one commercial occupancy
	\$ 40,000	Annual Member Aggregate

Deductible: \$0

Claims:

Claims will be handled by the CIRSA Claims Department. Please report claims using the CIRSA on-line claims system or contact your assigned CIRSA Claims Representative.

This information is provided only as a general summary of the coverages that apply or are available to CIRSA members. All coverages are governed by the terms, conditions, exclusions, and limits stated in the applicable coverage documents.

This summary should not be relied on as a substitute for review of those documents.

MEMO

DATE: April 28, 2017
SUBJECT: Agenda Items

TO: Mayor and BOT
FROM: Randi

PAVILION PUNCH LIST

Draft being prepared by Anderson based on corrections Frank made this week and anticipated Monday. You'll need to approve, in your estimation, what needs to be corrected in order to issue final payment.

PZC HEARING

Again, three consecutive absences can trigger a removal from the PZC Board. I think this will just be a check-in to see if he is still interested. He has been notified of the hearing per our regs. **FYI** - He cannot be here until about 6:15 p.m., so if our meeting moves relatively quickly, we may have to suspend the meeting and proceed with the work session topics until he arrives.

DIRECTOR OF PARKS & REC SELECTION PROCESS

We are in the unfortunate position of needing to replace AnnKate. We advertised, and applications are rolling in; selection would need to happen the week of the 22nd. Last time with this position the PRAB reviewed and recommended the top candidates to Clyde and he made the decision. Please advise on what selection process to pursue so that it can be coordinated within the tight time frame.

PRAB BYLAWS

I've included since members of the PRAB may be present, but given the size of this agenda, it may be prudent to table. Some changes we discussed making at the retreat were to eliminate park responsibilities and perhaps reduce the membership #.

ADMINISTRATIVE REVIEWS/RAISES

Please advise. Originally the plan was to do performance reviews prior to the December meeting so that the BOT could vote on administrative raises for Jan 1...how do we want to schedule/handle this?

FYI-Tabled due to heavy agenda

SLVCOG Grant - Placed on Jan WS at Dec WS. Krisen and I have a good draft going, and it may be ready to simply approve at Feb. meeting, please stop by if you want to have a look before then.

Vehicle Purchase - Placed on Jan WS at Retreat. I'm keeping an eye out for an AWD/4WD third row vehicle under \$20k. I will either present you with findings or have you approve specs in Feb and send them out to valley dealerships so they can find one for us.

Days of 92 - MOU is prepared, but I'm pretty sure this was scheduled for February anyway.

BOUNDARY LINE AGREEMENT & REPLAT SCHEDULE

TO: Mayor & Board of Trustees
FROM: Clyde
SUBJECT: The Holy Moses
DATE: January 5, 2018

1. ~~December 12th 2017~~; Presented to Planning Commission for discussion.
2. ~~December 19th~~; Presented to Board at work session for discussion.
3. ~~January 9th~~; Present schedule to Planning Commission.
4. **January 16th**; Present schedule to Board at work session.
5. Prepare ordinance, deeds, resolution and notices. Send notices to property owners within 300 feet, post and publish the Notice of Public Hearing in local paper no less than 15 days prior to the **March 6th** meeting.
 - a) Notice to paper by **February 8th**.
 - b) Notice mailed and posted by **February 16th**.
6. **March 6th**; Public Hearing for ordinance conveying portion of abandoned railroad property to Nick and Vickie Kulyk.

Ordinance **No. ???** Authorizes the City to vacate & convey property to Nick & Vickie and Nick & Vickie to quit claim any interest west of the east side of drain pan.

Resolutions 2018-0? replats the property and names in Tract 7R, Block 25, Creedmoor.

<p>Requested Action(s):</p>

- | |
|--------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none">1) Approve Ordinance No. ???.2) Approve Resolution ?????. |
|--------------------------------------------------------------------------------------------------------------------|

The documents including Deeds & replat maps will then be signed & recorded in the same order.

CITY OF CREEDE
Request for Proposals
FOR SIDEWALK REPAIRS

THE CITY OF CREEDE will be accepting requests for proposals for the repair of damaged sidewalks along Main Street.

Proposals should be sent City of Creede Town Hall, P. O. Box 457, Creede, CO 81130

CONSTRUCTION SITES:

Remove damaged sidewalk, baracade and finish new slabs:

East side of Main Street between 4th & 5th streets.
East side of Main Street between 2nd & 3rd streets.
East side of Main Street adjacent to Basham Park.

Repair/Grind sidewalks to reduce large bumps/heaves:

Front of The Holy Moses on Main Street.
East of Basham Park on Main Street.
Between 5th & 6th on East side of Main Street.

The successful proposer for this project will be awarded at the regularly scheduled meeting on March 6, 2018 at 5:30 PM. Once awarded, a Notice of Award, Construction Agreement and Notice to Proceed will be given to the successful proposer.

The City of Creede assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The right is also reserved by the City of Creede to reject any and all submittals, and to waive any irregularities and informalities in any submittal.

Please Contact Clyde or Randi at 719-658-2276 or manager@creedetownhall.com or clerk@creedetownhall.com if you have any questions.