

## REGULAR WORK SESSION

- Retail Marijuana – Location and Zoning Considerations
  - Codification
- Press Response Follow-Up/Press Policy
  - Retreat – Agenda Draft
    - DOLA Grant
    - Engineering RFP
- Online Business Center [Please review, link in email]
- City/County Joint Meeting 2015 Schedule & Discussion

Any Other Business

Posted 1/16/15

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OPEN TO THE PUBLIC

**From:** [Info](#)  
**To:** [REDACTED]  
**Subject:** Creede, CO Municipal Code - 1111(18144)-Estimate for Supplement #3  
**Date:** Tuesday, December 02, 2014 1:54:38 PM

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Ms. DePriest,

We are pleased to provide the following cost estimate for Supplement No. 3 to the Creede, CO Code of Ordinances. We will wait for your authorization before proceeding with the publication of this Supplement.

**Estimate for Supplement No. 3:**

40 pages @ \$21 = \$840

1 tabular matter/graphics/images = no charge

Code in Word = \$70

Estimated shipping of 10 copies = \$20

Estimated Total = \$930

Please keep in mind that the above figures are approximations. This estimate does not include new chapter tabs or tax, if applicable. When estimates are provided, we cushion the numbers. Once the supplement is completed and invoiced, we bill only for the *actual* number of pages generated by the amending ordinances.

Ordinances held for inclusion in Supplement No. 3:

370

371

372

373

375

376

377

379

380

381

Please do not hesitate to contact us if you have any questions or if we may be of help in any way. It is a pleasure to be of service to you and the Town of Creede!

**Dana Martin**

[REDACTED]  
[REDACTED]

[Municipal Code Corporation](#) | [MCCInnovations](#) | [Facebook](#) | [Twitter](#)

Ask me about **OrdBank**



# MEMO

## City of Creede

DATE: January 12, 2014  
TO: Mayor and Board of Trustees  
FROM: Randi Snead  
SUBJECT: Press Policy

Good evening all,

I pulled this agenda topic from the recording of the December Work Session, where it sounded like there was some frustration regarding the dissemination of information and/or lack thereof when it comes to local media outlets.

I've asked fellow clerks if they have specific "press policies" and few do outside of large municipalities that have their own public information officers, or even departments. In many small towns, the Town Manager serves as an unofficial PIO with an emergency manager designated from local law enforcement to serve in case of an emergency (its probably safe to assume that Charles Downing would fill that role in the future as well); those with a larger staff have policies like the one I've attached.

I have more often seen media communication addressed within a Code of Conduct policy. We've discussed adopting one off and on over the years. These typically include interactions with the public, with each other, with media, in meetings, etc. This may be a good topic for your retreat? Let me know, I've got a few great examples but I'd like to gather more if we want to pursue it.

Alternatively, we could develop our own press policy but we would need to know what specific things you would like to see addressed to get started. I found pretty good advice in Fruita's Council Handbook:

#### MEDIA RELATIONS:

As a Council member, you will likely be approached by members of the media for comments on various matters. It is important to remember that any comments you make should reflect the overall views of the Council. If the Council has not taken a position, at a very minimum, you should state that you are speaking as an individual and not on behalf of the Council. ....  
If at all possible, it is generally better to share your opinion with fellow council members at a meeting, rather than through the paper.  
Good advice for dealing with the media is to never go "off the record." Most members of the media represent the highest levels of journalistic integrity and ethics and can be trusted to keep their word. But one bad experience can be catastrophic. Be sure to use your words carefully.  
Finally, if you don't feel you have adequate information to discuss an issue, please don't feel as though you are required to comment. You can always simply let the reporter know that you will need to look into the issue....

One simple solution is to direct reporters to our website. We already have a policy for the information that we make available there, and it has the official record of everything we do pretty punctually. It's not quite as sensational as the gossip that floats around, but it gets the job done and has the added benefit of rarely misspeaking.



## **Media and Communications Policy for the Town of Snowmass Village**

### **PURPOSE**

- To ensure all communication with the media is consistent, well-informed, timely and appropriate.
- To ensure that all communications with the community are consistent with our high levels of service
- To clearly indicate authorized spokespersons/sources.
- To maintain positive relations with the media by providing accurate, timely information.
- To establish protocols, guidelines and consistent methods for managing communication to the media to ensure relevant and approved comments.
- To limit the possibility of miscommunication and to maximize the effectiveness of staff by ensuring comments to the media are made only through authorized spokespersons.
- To establish guidelines for effectively communicating and publicizing news about the Town of Snowmass Village with the media.

### **PHILOSOPHY**

The Town of Snowmass Village recognizes that a well-run, competent, ethical and reputable organization is the best way to promote a favorable image. The Town of Snowmass Village will endeavor to cultivate a positive relationship with the media and the community-at-large in order to further its reputation and inform the public about the town's activities. The town will distribute information to the media in order to communicate appropriate information about the town and its administrative and policy decisions. The town, through its staff and officials, will respond to media requests with promptness and courtesy, honesty and respect. The town believes that a good relationship based on trust, familiarity and confidence is important between the town and the media, and ultimately with the public.

#### ***Staff and elected officials of the Town of Snowmass Village will:***

- Provide reliable sources of information
- Promote a professional and consistent image
- Provide prompt responses to media inquiries
- Be as cooperative as possible
- Remain fair in regards to disseminating information to various media
- Be available to media inquiries even outside normal working hours
- Provide secondary sources for media inquiries if necessary

### **DEALING WITH MEDIA INQUIRIES**

All inquiries will be directed to the Director of Communications, who will serve as chief spokesperson, or PIO (Public Information Officer), as assigned. Controversial, complex, technical, or sensitive issues will be channeled to the Town Manager, specific department heads, the Town Attorney, and to the Town Council (if applicable), for consideration before an official statement is made. If the inquiry is of a simple nature, the Director of Communications may deal with the issue and speak on behalf of the town, or, the department head may deal with the issue and speak on behalf of the town. (In this case, notify Director of Communications that a comment was sent to the media)

More complex issues may require research and discussion with other staff and council members before being reported back to the media. No town staff should comment on media inquiries on topics outside of their expertise/responsibility unless authorized by the Director of Communications, with the approval of Town Manager. The Town Manager will be alerted on all media inquires.

### **CRISIS COMMUNICATION – INCIDENT COMMAND**

Since ill-considered and uninformed comments can cause dire consequences and legal implications in the event of an emergency, disaster, crisis, or sensitive issue, only the incident commander, mayor, town manager and chief of police are authorized to speak to the media on these occasions. Their comments may be issued through interviews given and written media releases prepared by the Director of Communications (which in the case of an incident act as the Town's Public Information Officer (PIO). The Incident Commander, Town Attorney, and Town Manager must sign off on every statement.

### **ROLE OF TOWN COUNCIL MEMBERS**

It is commonplace for Town Council members to be asked by the media to comment on council policy and decisions. Town council members are free to make personal comments to the media, but not to speak on council's behalf, or on the town's behalf, unless authorized by the Mayor and the majority of council.

### **PROMOTING TOWN ACTIVITIES**

The Director of Communications is responsible for issuing media releases about activities, decisions, and plans for the Town of Snowmass Village. All staff members are required to pass on all pertinent information to the Director of Communications which could be used as the basis for community outreach. The Director of Communications will consult with other staff members to decide if certain event/issues warrant a media release. Such information will be sent to the Director of Communications for editing, photographic support, and policy proofing before issuing to the media. A copy of the media release may also be included in the next issue of the town manager's report. The appropriate department head or council member will be forwarded a copy of the media release for their information. The Town Manager will review all press releases before they are sent to the public. Where a media release is prepared by another organization which relates to a town project or in collaboration with a town council member, the council member involved will provide a copy of the draft release to the Director of Communications for input and approval.

### **COMMUNICATING WITH THE PUBLIC**

Town staff members are on the frontline with the community day-to-day, and are often asked pointed questions about various issues in the Village. Responding to questions from guests or residents is an important part of providing great levels of service, but it is important for town employees to understand that their comments or opinions on the job inevitably reflect the positions of the town organization at large. Daily communications should be guided by the following principles:

- Remember you represent the Town organization at all times
- Ask yourself if the information you're sharing is helpful to a guest or community-member.
- Do not perpetuate rumors
- If you have any questions about the Town's position on a certain topic, or are uncomfortable responding to a media inquiry, please contact your department-head, or the Director of Communications
- Keep in mind the wide variety of tools at your disposal to share timely and accurate information, including but not limited to:
  - The Town and Snowmass Tourism's social media properties (Facebook, Twitter, and blogs)
  - Town e-blasts
  - Town, Snowmass Tourism, and Snowmass Recreation web properties

## **RECORD KEEPING**

The Director of Communications will maintain records of media contacts in order to track efficient, fair, and thorough media interactions with the town. Press releases and statements from the town will be recorded and filed by the Director of Communications.

2015 City of Creede Board of Trustees Retreat Agenda  
February 28th, 2015 / (venue)

**(proposed / draft)**

9am – Welcome remarks, Mayor Grossman.

Individual Trustee Statements:

- Delonga
- Kim
- McDonald
- Wall
- Wyley
- Zurn

Review Past Retreat Goal Sheet, re-work GOALS for 2015

10:45 – Break.

11am – Resume.

Merging Big Picture/Morning session 2015 Goals vs. Budget

12pm – Break (Staff Arrives)

12:15 – Resume: Working Lunch with Staff to discuss morning session.

Open Forum

1:30-ish – Retreat summary/recap of 2015 Retreat Goals – Mayor Grossman.

(\* Note: 2015 Retreat Goals become the official minutes of this meeting, and will be voted on at the March top of the month meeting.)

2pm-ish – Conclude.

## City of Creede, a Colorado Town...

### Mission Statement:

To provide and maintain infrastructure, facilities, community environment, and services that ensure the health, safety, welfare, and quality of life for both residents, and visitors by balancing planning and freedom in order to maintain, and continue the authentic, historic community that is Creede.

### Vision Statement:

To make Creede a sustainable place for year round families by emphasizing key areas of our community:

- Operating, repairing, upgrading, and maintaining quality infrastructure.
- Supporting staff in customer service, and daily operations.
- Having an informed electorate, and general public with both modern, and old-fashioned correspondence.
- Highlighting and supporting key community, and economic drivers.
- Fostering both a business, and community friendly environment, while still applying our "Mission statement."
- Having open and cooperative relations with both local, and area governments.

City of Creede, a Colorado Town...

Key Community / Economic Drivers:

(in no particular order)

School  
Downtown Business District  
Local History  
Art Community  
Geography and the surrounding Outdoors  
All Places of Worship  
Tompkins Hardware  
Kentucky Belle Grocery  
Creede Repertory Theatre  
Health Clinic  
Museums  
City, County Relations  
Parks and Recreation  
Housing for the Working Class  
Overall Quality of Life

Board of Trustees Priorities:

Running a quality, professional meeting.  
Consistent movement of Agenda items.  
Work Session to Regular Meeting efficiency of operation.  
Mayor calling on non-speaking trustees before concluding any discussion.  
Positive remarks to Community, and better dissemination of facts.  
Better Overall Communication not only internally with Staff, but with the  
general Public as a whole.  
Establish and maintain a business friendly environment.  
Highlight Economic and Community Drivers, and talk about positively.  
Maintain Healthy City / County Relations and overall Inter-Governmental  
Love.  
Board Support of Staff.  
Develop In House Email.

## Oct 2013 Retreat Goals...

(In no particular order, and an ongoing discussion... A Working Draft.)

- Library.
- Continue web presence.
- Jobs.
- In house email.
- Welcome to City of Creede kiosk / better entry into town boundaries signage.
- Consistent business support.
- Increased 149 presence.
- Develop modern code of ethics, and adopt Bob's Rules instead of Robert's Rules.
- Flume.
- Restructure Parks and Rec.
- Develop mining events arena into a tourist attraction / self guided tour when not in use.
- Upgrade restrooms.
- Develop "triangle."
- Plan / develop rest of RR ROW south.
- Continue storm drainage improvements.
- Emergency valves for canyon water in case of disaster / aka contingency plans for such.
- Backup generator power.
- Downtown develop district following Downtown Colorado Inc membership.
- Sidewalks.
- Modern job descriptions (re-write.)
- Chain of command for day to day operations and consistent structure.
- Better engaging of public via thought bubbles, etc.
- Mayor / City Manager monthly coffee stops.
- New town hall on soon to be old school property.
- Begin a Beatify Business Award.
- USFS Land swap / acquisition.
- Law enforcement solutions.
- Update Model Traffic Code.
- Office projector, screen, digital timer, etc.
- Continued economic development.
- Sub committee tasks.
- Re-visit ATV's.
- Possible Long term VC outlay structure, 1/3 to each: parks and rec / capital improvements / the local non-profit public.
- Re-write VC criteria / outlay structure / requirements / better accountability / committee suggestions for recommended distribution, and making only one cycle per year.
- Maintaining our history by preservation of old structures and pursuing such, etc.

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# DOLA GRANT MEMO

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**TO:** Mayor and Board of Trustees  
**FROM:** Clyde Dooley  
**SUBJECT:** DOLA Grant & RFP  
**DATE:** January 15, 2015

We received the DOLA grant agreement last Monday. Randi and I are reviewing it and have sent questions to our attorney and engineer as well as our insurance carrier and the U.S. Army Corps of Engineers. We should have their answers in time to have this agreement as an action item in our February meeting.

Attached is also a draft of the RFP (Request for Proposals) for engineering services for the PER (Preliminary Engineering Report). Ron's comments have been included and I'm waiting for any changes from Eric Heil. I also expect to have this ready for an action item at our February meeting.

**REQUEST FOR PROPOSAL (RFP)  
FOR  
ENGINEERING SERVICES  
  
FOR THE CITY OF CREEDE  
WILLOW CREEK FLUME REHABILITATION**

**INTRODUCTION**

The intent of this REQUEST FOR PROPOSAL is to obtain a qualified (licensed) person, firm, or corporation, hereafter referred to as Engineering Firm to provide a Preliminary Engineering Report (PER) for the rehabilitation of the Willow Creek Flume.

The Preliminary Engineering Report project has been partially funded with a grant through the Department of Local Affairs and proposed future phases will likely be funded with State and Federal grant funds and all proposals must comply with applicable regulations.

The Engineering Firm will be responsible for preparing a complete Preliminary Engineering Report for the repair and rehabilitation of the Willow Creek Flume constructed by the U.S. Army Corps of Engineers in 1951.

To be eligible for consideration, the Engineering Firm must be capable of supplying the services as noted herein, and must also meet all other criteria outlined in this proposal.

**INQUIRIES AND CORRECTIONS**

All inquiries relating to this request shall be addressed to:

City of Creede  
Attn: City Manager  
P.O. Box 457  
Creede, CO 81130  
(719) 658-2276  
[manager@creedetownhall.com](mailto:manager@creedetownhall.com)

If an Engineering Firm, submitting a proposal, finds discrepancies in, or omissions from the Request for Proposal (RFP), or should require additional clarification of any part thereof; a written request for interpretation may be submitted. Any interpretation of, or change made to the RFP will be made by written addendum to each proposing engineering firm, and shall become part of the request for any contract awarded. The City will not be responsible for any oral explanation. All inquiries shall be made in writing and all responses will be provided in writing, with copies being sent to all

proposing firms. To be given consideration, inquiries must be received at least seven (7) calendar days prior to the date established for the opening of proposals. It shall be the responsibility of each proposing Engineering Firm to verify that each addendum has been received prior to submitting a proposal.

### **SUBMITTAL DATE & LOCATION**

All proposals must be delivered prior to 4:00 PM, February 1, 2015. Proposals must be submitted in a sealed envelope plainly marked "REQUEST FOR PROPOSAL/Creede Willow Creek Flume" and addressed to the Board of Trustees.

### **LATE AND TELEGRAPHIC PROPOSALS**

Late proposals will not be accepted under any circumstance, and any proposal so received shall be returned to the proposing Engineering Firm unopened. In addition, telegraphic and/or proposals sent by electronic devices are not acceptable and will be rejected upon receipt. Proposing Engineering Firm will be expected to allow adequate time for delivery of proposal. Sole responsibility rests with the proposing Engineering Firm to see that their proposal is received on time.

### **CONDITIONS OF PROPOSAL SUBMITTAL**

All proposing Engineering Firms shall comply with all conditions, requirements, and specifications contained herein; any departure will constitute sufficient cause for rejection of the proposal.

A duly authorized official of the proposing Engineering Firm submitting the proposal must sign the proposal.

Only one proposal will be accepted from any firm.

All price quotes must be firm for a period of (90) days following the opening of the proposal.

The City of Creede reserves the right to reject any and all proposals or any part thereof. The right is reserved to waive any formalities or informalities contained in any proposal and to award the proposal to the most responsive and responsible proposing Engineering Firm as deemed in the best interest of the City of Creede.

The City of Creede will not return proposals, or other information supplied to the City to the proposing firm.

### **EVALUATION OF PROPOSALS**

The Board of Trustees of the City of Creede and the Creede Flume Committee will evaluate all proposals.

The City MAY interview those prospective Engineering Firms. During the interview and evaluation process, the City reserves the right to accept or request additional information or clarifications from the Engineering Firm or to allow corrections of errors or omissions. Prospective Engineering Firms MAY be required to make oral presentations as part of the evaluation process. The Engineering Firm selected for the award will be chosen on the basis of the apparent greatest benefit to the City, and not necessarily on the basis of the lowest price. Following the notification of the successful Engineering Firm it is expected a contract will be executed between the parties dependent upon and subject to the availability of specific funding for these professional services.

## **EVALUATION CRITERIA**

Proposals shall be evaluated on the basis of the following criteria:

- A. Responsiveness to the needs of the City, both in service cost and the scope of the services offered.
- B. Responsibility of the proposing Engineering Firm and its experience in dealing with City governments, specifically on projects of similar scope and nature.
- C. The degree to which the proposal meets or exceeds the term of the Request for Proposal.
- D. Experience with similar projects; quality of design skills, including design philosophy, reliability of project cost estimates.

## **PROPOSAL ELEMENTS AND FORMAT**

Proposals submitted shall contain all information as requested herein and any additional information necessary to summarize the overall benefit of the proposal to the City of Creede.

Proposals shall include the following:

- A. A cover letter shall be provided stating the name, physical and email address and telephone number of the Engineering Firm contact person and must bear the signature of the person having the authority to make the proposal for the Engineering Firm and bind the firm in a formal contract with the City.
- B. A response that defines the methods and means by which the proposing Engineering Firm will perform the services outlined in the Request for Proposal.
- C. A project timeline outlining the dates and specific tasks to be accomplished during the course of the project.

- D. A list of at least (3) three references for which services have been provided by the proposing Engineering Firm for governmental agencies for projects of this type, include contact names, addresses, and telephone numbers.
- E. The proposed not-to-exceed budget for PER preparation, including specific costs proposed for each task, and rates for additional services.
- F. Evidence that the Engineering Firm has worked on similar projects.
- G. A staffing plan for the proposed project.
- H. A Statement of qualifications which will include a list of those individuals who will be working on the project either as employees/principals or as employees of a subcontractor who will work on the project under the supervision of the Engineering Firm.
- I. Any other information deemed necessary by the proposing Engineering Firm.
- J. Please provide seven (7) copies of the proposal.

Submittal of a proposal shall be taken as prima facie evidence that the Engineering Firm has full knowledge of the scope, nature, quality, and quantity of work to be performed, and the detailed requirements and conditions under which the work is to be performed.

### **GENERAL REQUIREMENTS OF THE SUCCESSFUL PROPOSING ENGINEERING FIRM**

Professional service or creative work, including consultation, evaluation, planning, design, surveying, etc. must be performed by a Registered professional Engineer or Architect licensed to practice in the State of Colorado.

The successful proposing Engineering Firm shall be prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of the City of Creede.

The successful proposing Engineering Firm and its employees will operate as an independent contractor and will not be considered employees of the City of Creede.

### **SCOPE OF WORK**

1. Detailed inspection of the entire existing Willow Creek Flume. Describe and catalog existing conditions and all problem areas.
2. Review the existing Corps of Engineers and other Reports. Determine the existing and the reasonable design hydraulic capacities of the Flume.

3. Develop and describe alternative preliminary level conceptual plans (two or three alternatives contemplated).
4. Compare alternatives from appropriate aspects as a minimum; capital cost, expected useful life; maintenance levels, aesthetics, safety considerations.
5. Organize and attend two work sessions with the Board and other Creede representation. Purpose: to explain the plans, justify selection of the optimum plan, and obtain approvals.
6. Develop preliminary design level descriptions (illustrated) of the recommended improvement program. Determine probable quantities and prepare preliminary level project budget cost estimate.
7. Assemble all Report information into a coherent, bound Preliminary Engineering Report.
8. Provide all field and office survey work required for proposed preliminary engineered design(s) of the project.
9. Accomplish all phases of the preliminary engineering design in the format required by the appropriate funding agencies, and assist the City in securing and administering grant funds.

#### **RESPONSIBILITIES OF THE CITY OF CREEDE**

There is no expressed or implied obligation on behalf of the City of Creede to reimburse the Engineering Firm for any expenses incurred in preparing proposals or in attending any pre-proposal meeting interview in response to this request for proposal.

The City shall provide a copy of the periodic inspection of the Willow Creek Flume performed by the U.S. Army Corps of Engineers in 2012.

#### **INDEMNIFICATION**

The Engineering Firm agrees to indemnify and hold harmless the City of Creede, and its officers and its employees, from and against all liability, claims, demands, and expenses, including court costs and attorney fees, on account of any injury, loss, or damage, which may arise out of or are in any manner connected with the work to be performed, if any injury, loss, or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the negligent act of omission, error, professional error, mistake, accident, or other fault of the Engineering Firm, or any officer, employee, or agent of the Engineering Firm.

#### **RIGHT TO REFUSE PROPOSALS**

The City of Creede reserves the right, without prejudice, to reject any and all proposals or any part of any proposal.

# HEY CREEDE EMPLOYERS...ARE YOU GETTING IN ON THIS?

*Mineral County is considered an Enhanced Rural Enterprise Zone by the State of Colorado, which could qualify you for the following programs:*

## Investment Tax Credit

3% of Equipment Investment Credit!

## Job Training Tax Credit

10% of Training Cost Credit!

## New Business Facility (NBF) Jobs Credit

\$500/employee for new businesses and/or new job creation!

## New Business Facility (NBF) Health Insurance Credit

Additional \$500/employee for new businesses w/ 10 or more employees!

## Enhanced Rural Enterprise Zone (EREZ)

Additional \$2,000/employee for new employees in Enhanced Enterprise Zone!

## R&D Increase Tax Credit

Research & Development Activity Tax Break!

## Vacant Building Rehabilitation Tax Credit

Up to \$50K for rehabbing an old vacant building!

## New Business Facility (NBF) Agricultural Processing Jobs Credit

Additional \$500/employee for agricultural jobs!

## Manufacturing and Mining Sales and Use Tax Exemption

Machinery and Materials Tax Break!

## Contribution Tax Credit

Up to \$100,000 in tax credits for economic development projects!

For more information, contact SLV Enterprise Zone Administrator Mike Wisdom, [wisdom@slvdrg.org](mailto:wisdom@slvdrg.org), 719-589-6099, or visit [www.slvdrg.org](http://www.slvdrg.org).



Information gathered and provided by the Creede Community Foundation and the City of Creede, A Colorado Town.

