

SPECIAL MEETING, 5:30 P.M.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. REVIEW AGENDA
- V. OLD BUSINESS
 - a. Update Birdsey Replat Timeline - Verbal Clyde Dooley

New Business

- a. Consider GOCO Grant – Parks Grant Proposal – Guinevere Nelson-Freer
- b. Consider Scope of Work for Water Projects – Guinevere Nelson-Freer

- VI. ADJOURN

REGULAR WORK SESSION (Following Mtg)

- Reports & Presentations – Public Works, LWCRCo, Recreation
 - Sidewalk Inquiry – Debbie Roughton-Miles
 - Ed Hargraves Memorial Park – Verbal Steve Quiller
 - Snow Removal

Posted 10/12/17

OPEN TO THE PUBLIC

October 12, 2018

Board of Trustees
Town of Creede
PO Box 457
Creede, CO 81130

Dear Honorable Board of Trustees, Mayor Larsen, and City Staff,

We are writing to invite you to partner with Headwaters Alliance in seeking funding from Great Outdoors Colorado's Local Park and Outdoor Recreation (LPOR) Grant program. We are interested in pursuing up to \$350,000 to establish the necessary long-term infrastructure as part of the reclamation of the lower Willow Creek floodplain as a community recreational space.

This would require very little work on the part of the City Staff, as Headwaters Alliance is happy to take on the work of writing and applying for the grant and managing the project. The grant application does require the internal approval of the grant application via a resolution by the Honorable Board of Trustees of the Town of Creede and a draft MOU between the Town of Creede and Headwaters Alliance regarding the project.

We are utilizing the Lower Willow Creek Floodplain Master Plan, as well as considering how to best protect of the ongoing environmental and ecological restoration of the floodplain to identify the highest priority needs for the purposes of this grant opportunity. We are also pulling from the Comprehensive City Plan to ensure that we aligning ourselves with the Town's long-term vision of development of Willow Creek. At this point, the main items in the grant include:

- Park design
- Parking area at the southern end of the multi-use trail
- Public Restroom Facility
- Open-air Outdoor Education Classroom and Picnic Pavilion
- Interpretive Signage
- User-friendly Gates at both the ends of multi-use trail.
- Fencing along the multi-use trail to ensure OHV's stay off the cap.
- Vegetation – larger diameter trees.

Possible other expenses include:

- Moveable pedestals for art installations
- Exercise Stations
- Dog Waste Bag Stations
- Trash Containers
- Benches and Picnic table

The anticipated outcomes should we be awarded this grant, include development of a beautified and efficient parking area at the south end of the trail with onsite restroom facilities. Special attention will be applied to identify gates that, enable easy access for emergency support vehicles and support general

ease of use. Fencing along the multi-use trail will ensure that OHV's remain on the trail, reducing potential harms to the cap and the potential harms that can occur to humans when this vulnerable surface is disturbed. Part of the park design process will include the design and location of an outdoor education classroom/large covered picnic pavilion. This kind of outdoor space will only enhance the community education programming around history of mining, Creede and the science of reclaiming impacted land and water. Other aspects of the grant will further enhance the user-friendliness of the area and maintenance, i.e trash containers and dog waste bag stations.

The current conditions of this grant are ideal. Great Outdoors Colorado requires a minimum match of 25% of the total project cost, in which a minimum of 10% must be cash. While we are still in the process of confirming the total budget amount, the value of the land gift from Lower Willow Creek Restoration Company to the Town of Creede will more than satisfy the 25% match requirement. The required minimum 10% cash match total will not exceed \$35,000. At this time, we believe we already have \$8,000 in cash match reducing the total needed to \$22,000 to \$27,000.

The application due date for the GOCO LPOR grant is November 1, 2018. We are currently hard at work in crafting the application, getting reasonable quotes for the budget and creating a timeline for work done. We respectfully ask the Honorable Board of Trustees to support us in taking the lower Willow Creek floodplain to the next level of reclamation and public use by entering into partnership with Headwaters Alliance and providing the following two items for the grant application:

1. Resolution by the Honorable Board of Trustees, Town of Creede, to enter into partnership with Headwaters Alliance to write, apply and manage the Great Outdoors Colorado Local Parks and Recreation grant for 2018. A draft resolution is attached for your consideration.
2. Create a draft MOU between Town of Creede and Headwaters Alliance for the purposes of the project. A draft MOU is attached. It was created from the template offered by the GOCO LPOR Grant Application Instructions.

Headwaters Alliance is thrilled at the possibility to partner with the Town of Creede on another project that will benefit our entire community and help bring the long-term project of the lower Willow Creek floodplain closer to completion. This is a time sensitive matter, and we ask that the Honorable Board of Trustees work efficiently in their decision making to better allow adequate time for completing the grant application. We are happy to answer any questions you may have.

Sincerely,

Guinevere Nelson

cc. Clyde Dooley, City Manager, Town of Creede; Krisen Buchanan, Clerk, Town of Creede; Heather Greenwolf, Chief Financial Officer, Headwaters Alliance



Local Parks & Outdoor Recreation and Mini Grants

Great Outdoors Colorado is pleased to announce our Local Park & Outdoor Recreation (LPOR) and Mini Grant programs, which are designed to assist communities and their partners with outdoor recreation capital improvement projects. Grant requests up to \$350,000 for LPOR and \$45,000 for mini grants will be considered. The total project cost for mini grants must be \$60,000 or less. There is no cap on the total project cost for LPOR. Funds are available for projects such as new park development, environmental education facilities, nature and traditional playgrounds, athletic fields, skate parks, and whitewater parks (this is not an all-inclusive list). Funds are also available for the acquisition of new park lands – lands to be developed with active recreation components – but please be advised that this is a separate application and is available by request only. Projects must be discussed with GOCO Local Government staff prior to application.

GOCO seeks to further its Protect, Connect, and Inspire strategies through the LPOR and mini grant programs by providing funding for the places that get youth and families outdoors. GOCO's Strategic Plan is at www.goco.org/about-us/strategic-plan

General Guidance and Grant Information

IMPORTANT DATES Applications must be submitted to the GOCO portal **no later than 5 p.m., on the grant deadline.** Please check the [GOCO website](#) for dates.

APPLICATION PROCESS After receiving an application, GOCO staff and outside peer reviewers will review, score and rank applications based upon responses to the questions in the narrative section of the application, other application materials submitted, and the general merit of your project. Each category within the proposal narrative is assigned a maximum point value, and final scores reflect the sum of points awarded to each category.

ELIGIBLE APPLICANTS To apply directly to GOCO's Local Government Program as the applicant, your organization must be an incorporated municipality or Title 32 special district that receives Conservation Trust Funds (CTF) from the Department of Local Affairs. If you do not qualify to apply directly to GOCO, in the case of school districts, non-profit organizations, etc., sponsorship scenarios are possible. In these instances, an eligible local government or special district within your area may partner with your organization to pursue the project. The eligible organization will be responsible for obtaining the necessary approvals via a resolution from their governing body, entering into an intergovernmental agreement (or the like) with the ineligible organization and signing off on all necessary grant materials. **At the time of application only a draft IGA or MOU is required.**

MATCH REQUIREMENTS GOCO Local Government grants are matching grants. The project applicant and partners are required to commit financially to the project in order to apply. The LPOR and mini grant programs require a minimum match of 25% of the total project cost, a minimum of 10% of which must be cash. GOCO will not fund more than 75% of the total project cost.

REIMBURSEMENT GRANTS Funds are disbursed on a reimbursement basis. This means that your community will be required to expend some funds prior to requesting payment from GOCO, if a grant is awarded. GOCO offers two payment options: 1) an interim or “progress” payment of up to 50% of the grant amount prior to completion with the remaining 50% being paid when the project is complete **or** one lump sum final payment of the entire grant amount. No funds included in the project can be expended prior to grant award.

PUBLIC ACCESS Any project requesting GOCO funding must provide reasonable public access.

TIMELINE FOR COMPLETION Projects are required to be completed within two years of the grant award date.

PROPERTY OWNERSHIP All property on which a proposed project is to be constructed must be owned by or under the control of the applicant or its partners. If the site is owned by partners an agreement must be in place. GOCO Local Government funds cannot be used on federal- or state-owned property unless a long-term use agreement is in place. GOCO funding **cannot** be used on a property that was acquired through condemnation.

PROJECT TYPES GOCO’s mission is “To help preserve, protect, enhance and manage the state’s wildlife, park, river, trail and open space heritage.” In that light, GOCO Local Government funds are only available to projects that pursue these goals and further the state’s outdoor recreation opportunities. Projects must be located outdoors. Indoor projects with the exception of environmental education facilities and restrooms will not be considered.

ELIGIBLE PROJECT COSTS Site infrastructure required to complete the project, capital improvements for outdoor recreation amenities, including: restrooms, trails within parks (must start and end within one or connected park properties), skate parks, fishing piers, fairground amenities that are located outdoors, safety surfacing with the exception of pea gravel, swimming pools, environmental education classrooms, disc golf courses, nature play areas, traditional playgrounds, athletic fields and ancillary facilities, design and engineering costs may be used as match and can be included if they are incurred within two years of the application date. No construction costs incurred prior to grant award can be included as match.

IN-KIND MATCH: Discounts or a donation on any of the above eligible project costs (materials and the labor to complete them) can be counted towards in-kind match. Additionally, the use of applicant or partner equipment and staff time to implement the project can be used as in-kind match.

INELIGIBLE PROJECT COST/IN-KIND MATCH Indoor facilities with exception of those mentioned, any funds expended prior to the grant award date, non-fixed assets (lawnmowers, snow blowers, rakes, etc.), regional or connector trails (GOCO funds these through the [Connect Initiative](#)), amphitheaters, golf courses, programmatic costs, operations and maintenance, administrative costs (grand opening events, grant writing or administration, food and drink, etc.), contingency funding.

BUDGET You are required to use the [budget template](#) provided to you by GOCO. Complete and submit the budget form, using the [sample budget](#) as a guide. Be sure to double check that the calculations presented in the budget are accurate and mirror the figures presented in the narrative. Make sure that the total Sources of Funds matches the total Use of Funds.

LAND Acquired for the purposes of the project within three years of the application date can also be used as match. If the property was purchased with cash it can count as cash match, if it were donated it can be included as in-kind match. An appraisal will be required to document the value. Only the fair market value can be used as match.

Online Application Instructions

NOTE: GOCO is piloting a new, online application system to provide a better end-user experience for our applicants. Please feel free to share any feedback you may have to help us continue to improve our system.



ONLINE APPLICATION GUIDANCE:

1. To start an application, use the appropriate link [on this page](#) and login or register for the GOCO Grantee Portal. **Please use only the link on the website to start a grant application; links from previous grant cycles or other grant programs will not work properly.**
2. When you log in, you will land on the new application page and be prompted to enter a Project Title and press the “Save” button.
3. Complete the application:
 - Please read and follow the onscreen instructions in the application.
 - To begin the application, click on the green “Edit” button.
 - Fill in all fields as instructed on the screen. All fields are required, except where noted.
 - You can save your application and return to it at any time prior to submission.
 - Press “Save” often to avoid losing completed work.
4. Upload Attachments
 - You must attach one PDF document with your application.
 - Follow the onscreen instructions for details about what to include within each required attachment.
 - To upload, click the “Select File” button to locate the document and **then click the “Upload” button to attach it to the application.**
5. To submit a draft **please do not click the Submit button**, simply Save your application to the portal and e-mail Madison using her contact information provided below. In your e-

mail, please indicate the Project Title and any specific questions you have regarding the application.

6. When you are ready to submit your application, go to the “Review & Submit” tab and click the Submit button.
7. Once you have submitted your application, you will be able to view it through the portal, but you will not be able to edit it. (If GOCO staff finds something you need to change in the application, they’ll give you instructions on how to do that.)

OTHER USEFUL INFORMATION:

- To access your application after you’ve started it, login at <http://tinyurl.com/GOCOGraanteePortal>. (You cannot use this link to start a new application.)
- To edit an in-process application, click this  icon in the “Edit” column of the portal dashboard.
- To see a read-only version of your application, click this  icon in the “View” column.
- When working on or viewing an application, you can return to the portal dashboard by clicking the “My Submissions” link. (Just be sure to **save** your application first!)
- If you forget your username or password, please don’t create a new account. Instead:
 - To recover your username, send an e-mail from the address you used during registration to portal@goco.org. Include the first name, last name, and organization you used when you registered for the portal.
 - If you forget your password, reset it using the “Can’t access your account?” link on the portal registration page.
- A grant application started on or submitted through the portal is visible only to the individual who created it; no one else at your organization will be able to access it without being granted permission to do so. If someone else needs to be able to access the online application, have that person establish a portal account. Then, you can e-mail portal@goco.org and ask that the application be shared with the other person.

Contact

We encourage you to contact us in advance of tackling the application to discuss your project and answer any questions or concerns that you may have. We want to see your project be successful and will provide any assistance that we can to make that happen. We encourage you to attend the [technical assistance workshops](#), request [sample grant applications](#) and submit a draft application for review. We look forward to working with you and your community!



Madison Brannigan

Program Officer

303.226.4526

mbrannigan@goco.org

DRAFT Memorandum of Understanding

Willow Creek Park PROJECT AGREEMENT

(An agreement between the Town of Creede and Headwaters Alliance)

This Agreement is made this 16th day of October, 2018 between the Town of Creede Headwaters Alliance, Witnesseth:

I. Recitals

1. Town of Creede has applied for and received a grant from Great Outdoors Colorado, (GOCO) for enhancing the parks and recreation elements of the Willow Creek Park project on the lower Willow Creek floodplain in Creede, CO;
2. Headwaters Alliance is an ineligible recipient of the grant and the parties intend by this agreement for the Town of Creede to be the conduit through which Headwaters Alliance will receive the benefit of the grant;
3. The Grant Agreement is attached to this agreement as exhibit "A";
4. Headwaters Alliance intends to bind itself to the Town of Creede for all of the Town of Creede's obligations stated in the Grant Agreement;
5. Headwaters Alliance intends to convey to the Town of Creede a limited interest in the real property described in Exhibit "B" which limited property interest shall be for the purposes of satisfying the terms and conditions of the Grant Agreement;

Therefore, in consideration of the mutual promises stated below and other valuable consideration, the parties agree:

II. Agreement

6. The Town of Creede shall use its best efforts to fulfill all the conditions precedent to obtain the grant stated in the Grant Agreement. Headwaters Alliance will cooperate with the Town of Creede and provide all documents necessary for the Town of Creede to fulfill the conditions precedent.
7. Unless a claim by GOCO arises out of the negligence or other wrongful act of the Town of Creede, Headwaters Alliance shall be responsible to the Town of Creede for any claim under the Grant Agreement, in the same manner and extent as the Town of Creede may be responsible to GOCO.
8. Headwaters Alliance shall operate and maintain the improvements contemplated by the Grant Agreement, in accordance with established policy by the Town of Creede for park maintenance. Should any claim for personal injuries, property damage or wrongful death be asserted as a result of the construction, operation, maintenance, or use of the improvements contemplated by the Grant Agreement, the parties shall be responsible for

DRAFT Memorandum of Understanding

such claim in the manner provided by the Colorado Governmental Immunity Act and the Colorado law concerning pro-rata liability. The parties shall not be jointly and severally liable for such claims.

9. By executing this agreement the parties do not waive any immunity or limit liability contained in the Colorado Governmental Immunity Act; do not create a multi-year fiscal obligation; and do not create any other financial obligation not supported by a current appropriation.

10. This agreement does not create any rights in any individual not a party to this agreement.

11. This document, and exhibits, shall constitute the entire agreement of the parties.

12. Headwaters Alliance hereby grants to the Town of Creede a limited license in, and right of entry to, the property described in Ex. "B" for the purposes stated in the Grant Agreement, Ex. "A", and for no other purpose. Such license and right of entry shall be exercised only in the event Headwaters Alliance has failed to comply with the requirements of the Grant Agreement and shall include all rights reasonably necessary, as determined by the Town of Creede, for the Town of Creede to enter upon the property and perform its obligations to GOCO under the Grant Agreement. This right includes the ability of the Town of Creede to use its employees, agents or outside contractors. This license and right of entry further includes the right to enter upon the property with any equipment or vehicles.

13. This agreement, including the limited right of entry and license, shall terminate simultaneously with the termination of all Town of Creede obligations under the Grant Agreement.

ATTEST:

HEADWATERS
ALLIANCE

[Title]

By: _____
[Title]

ATTEST:

HONORABLE BOARD OF TRUSTEES,
TOWN OF CREEDE _____

[Title]

By: _____
[Title]

Parks and Recreation Directors Report

Kathryn F. Short
October 16, 2018

Revenue (September)

Gym Membership	155.00
Gym Daily Use	302.00
Gym Donations	14.00
Gym Rental	30.00
Recreation Fees	587.00
Donations	295.00
<u>Total</u>	<u>1,383.00</u>

Average gym use per week 91

- This number now includes classes and programs sponsored by the Rec Department.

Programs

Spin
Pound
Restorative Yoga
Ballet / Tap
Teen Night
Pickleball
Game Night / Movie Night
Renaissance Kids
Mini Miner Motivators (M3)

Teen night continues to have a great turn out. We begin Teen Night at 6:30, the kids put on some music, and we play an organized game for a while, followed by free time. We shut the gym down at 8:00.

Ballet and Tap has started. There is a very good turn out. This class is available to pre-K thru 4th grade. There are about 5 or 6 girls per class. There is class on Monday, Tuesday, and Wednesday (one age group each day) for an hour. As well as private lessons on Friday afternoons.

Jim Tillery, the new Athletic Director is getting a Middle School Basketball team started, and we are working together to use the VC Rec Center gym for their practices. The season will last about a month and a half and they would use the gym between 2:30 and 4:00 (VERY slow times).

I have been organizing the gym after a busy summer as well as starting to organize the hockey pond. I did an analysis of all the gym equipment and they all appear to be in good shape.