

WORK SESSION

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF AGENDA

V. PUBLIC COMMENT

Public comment is intended for members of the public wishing to address the Board of Trustees about matters that are not listed for discussion on the agenda. Comments will be taken under advisement by the Board but no decisions will be made. At its discretion, the Board may elect to place a matter raised under public comment on a future agenda for further discussion and possible action.

VI. PRESENTATIONS

- a. Final Presentation – City of Creede Town Hall / Public Works Complex by CU Design Team / Jeffrey Wood;
- b. Presentation of Revised VC Recreation Center Entrance Design by Don Spencer;
- c. Presentation on Wastewater Treatment Plant Infrastructure Improvement Planning Progress by Scott Johnson, Public Works Director

VII. WORK SESSION

- a. Discussion regarding a banner policy for the City of Creede;
- b. Discussion regarding the DOLA Main Street LIVE: Livability Investments for Vibrant Economies grant opportunity;
- c. Discussion regarding a request from Todd Mayer to purchase City-owned property in North Creede;
- d. Discussion regarding future fireworks displays for 4th of July in Creede;
- e. Discussion regarding the composition of an interview / hiring committee to interview applicants and make hiring recommendations to the Board of Trustees for the Town Clerk position;

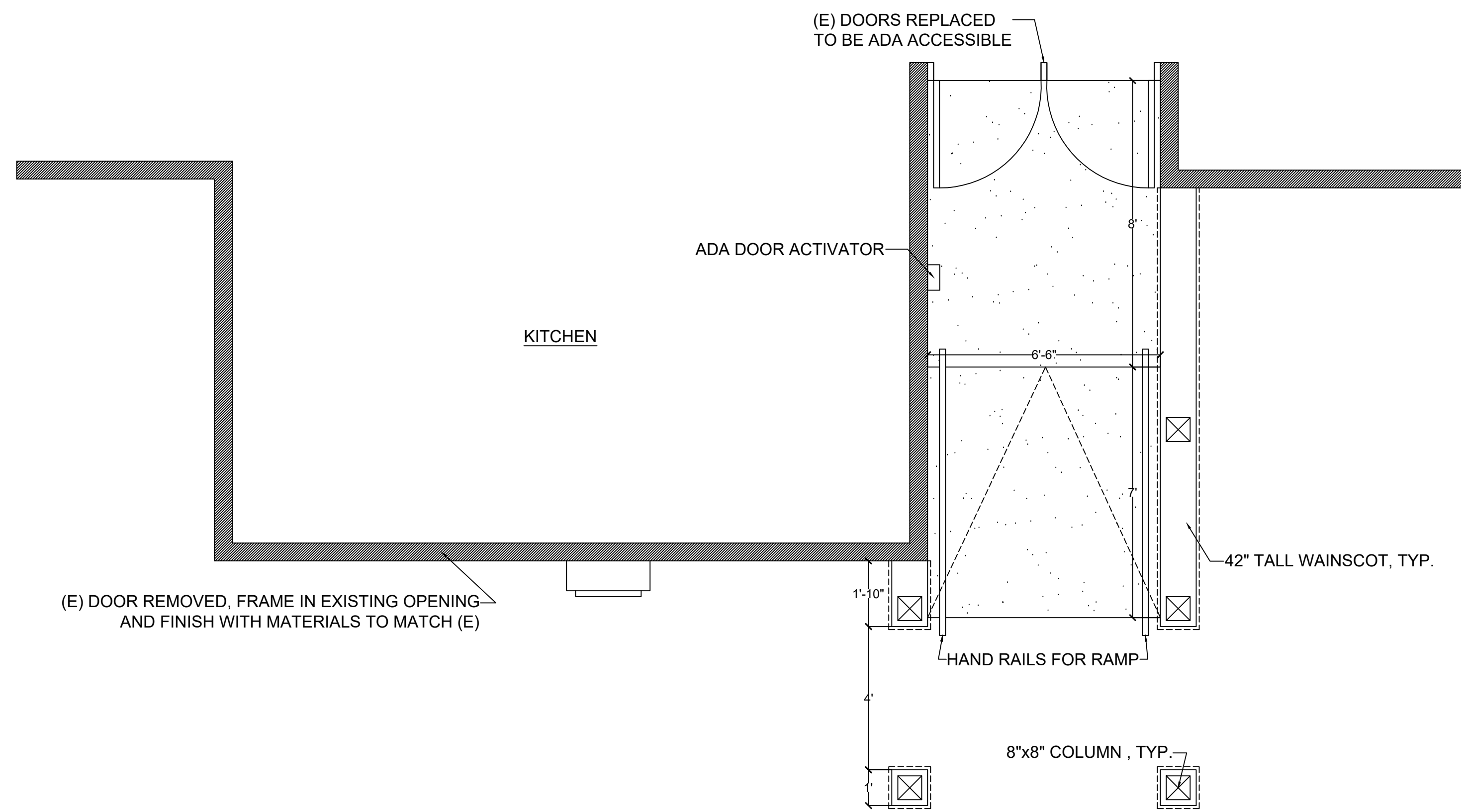
VIII. BOARD INFORMATION ITEMS

- a. Staff Reports for April 2023

IX. ADJOURN

OPEN TO THE PUBLIC

POSTED 5/18/2023



1 FLOOR PLAN
3/8"=1'-0"



2 NORTH RENDER VIEW
NTS



2 SOUTH RENDER VIEW
NTS



4 WEST RENDER VIEW
NTS



DON SPENCER, A.I.A.
ARCHITECT +
OWNERS REPRESENTATIVE
719 696 5783
RDSPENCER2017@GMAIL.COM
404 SAN JUAN AVE. ALAMOSA, CO 81101

CONSULTANTS

STAMP & SIGNATURE

04/24/23

PROJECT

New Facility
Entrance

408 La Garita Ave. Creede, CO
81130

Mineral County
Colorado

OWNER

Virginia Christensen
Multi-Use Facility

SUBMITTALS

No.	Date	Description
1		Preliminary Design
2		Schematic Design
3		Construction Documents
⚠		
⚠		
⚠		

DRAWING INFORMATION

Job Number:
Print Draft Number:
Drawn By: AS
Checked By: RDS
Drawing Date: 04/24/23

SHEET TITLE

FLOOR PLAN AND
RENDERINGS

A-1

Sheet Number: 1 of 1



Authentic. Heritage. Home
CITY OF CREEDE
PO BOX 457 / 2223 NORTH MAIN STREET
CREEDE, CO 81130
719.658.2276 / www.CREEDETOWNHALL.COM

WASTE WATER TREATMENT PLANT IMPROVEMENT PLANNING PROGRESS REPORT

MAY 2023

The City of Creede's Waste Water Treatment Plant (WWTP) was designed for a "Rated Capacity" of .56 MGD (or 560,000 gallons/day). This design was completed for expected city growth within the city limits, as well as possible growth in development outside of the city limits. This Rated Capacity amount has been accepted by the state (CDPHE) and is an integral part of our Waste Water Discharge Permit.

Presently, the WWTP is averaging around 160,000 gallons per day, with expected rates to climb to 250,000+ in the month of June. Typically, in the months of January and February, the totals drop and the WWTP collects on average approximately 100,000 gpd. These numbers represent averages of our "Off Season" and our "Tourism Season" time frames.

As the numbers show, we have plenty of room for more wastewater to enter into our WWTP, but the issue is the presence of Cadmium and Zinc in the effluent flows from the WWTP. The City has been in violation of not staying below the required minimum levels in these categories since 2015. In 2019, the city had begun a series of phases in upgrading the sewer collection system by replacing sewer lines throughout the city. The state originally agreed to this plan as the thought process was that if the cracks, breaks, and/or failures were corrected in the main piping of the sewer system, that the Zinc and Cadmium that is present in the groundwater, would no longer be able to enter into the WWTP and exit through the effluent. As we are continuing to upgrade our sewer collection system, unfortunately we are still not staying below the state required minimum limits to Zinc and Cadmium.

The city is now investigating a newer process called "Electrocoagulation" to get us under the limits in a more expedient way. In simple terms, "Electrocoagulation" is a process that adds an electric current through a plating device to remove metals from the waste water. Many samples have been taken and the positive outcome of the reports will be provided to the state within a month. The city is looking to eventually perform a demonstration project using a smaller electrocoagulation model at our WWTP, but is currently in the process of working with the state to accept this new process. If this works out and comes to fruition, the city would save drastically (literally millions) on the costs to treat the waste water. The city's previous engineering firm estimated a mechanical batch plant to cost the city well over \$12M.

The other challenge that faces the WWTP are the Total Ammonia levels present in the effluent waters of the WWTP. Ammonia levels represented violations in the past, but with bioaugmentation/microbial additions to the system and at the WWTP itself, the city has been able to stay under the minimum Ammonia levels, for the most part. Ammonia levels are presently close to the violation levels, with the winter months being the most crucial. (The cold weather, along with ice forming over each of the three lagoon “cells” and in the contact chamber, makes it very challenging for the “microbes” to break down influent waste water, and for the photosynthesis to take place. We use a different microbe product in the winter months that is to help this process along, but we have been lucky thus far as the winter temperatures provide a challenge in keeping below the minimum levels.

In 2021, the city’s engineering firm of SGM at that time, submitted a capacity assessment report to the city. In essence, the total flows coming into the WWTP are not the issue. The challenge is for the city to stay under the Ammonia levels. When the WWTP was constructed in 1984, the lagoon system met all of the requirements by the state without an issue. At that time, the discharge permit did not include effluent Ammonia requirements and the design of the plant did not appear to include Ammonia treatment. With current minimum requirement levels of Ammonia, the city faces a challenge in being that the WWTP is at its effective treatment capacity for Ammonia. As more customers are added to the Waste Water Treatment System, the chances of violations in Ammonia are going to increase dramatically.

As this information was presented, the city has reviewed the expensive mechanical plant option, and has also looked into Biodomes and a NitrOx System to aid in the reduction of Ammonia levels. As these options were not efficient and budgetary responsible answers to the problem, the new processes of Electrocoagulation and newer forms of Bioaugmentation/microbes were investigated. As the city is moving forward with the Electrocoagulation process for removing metals (Cadmium and Zinc), the sampling of our waste water was sent to a microbial based company for them to review and evaluate. Upon this review, they matched the proper microbial blend together that would treat the WWTP’s water and reduce the Ammonia levels drastically. Upon submittal of this microbial product to the state in February of 2023, the city is awaiting the authorization from the state (CDPHE) to use this particular microbial product in the WWTP. Upon authorization, the city plans to begin the use of this product as a demonstration project, with the anticipated results being a huge reduction in Total Ammonia, as well as reducing the sludge levels in each lagoon cell as well.

The long-term plan is to eventually use a combination of the Bioaugmentation/Microbe product and the Electrocoagulation Unit to lower the Total Ammonia and metals (Cadmium and Zinc) level to well below the required minimums, at a much lower cost as compared to constructing a mechanical plant. This long-term plan is all based on successful demonstration projects and sample results presently being performed. If this in fact is the case, the city will save millions to treat the waste waters entering the WWTP in the City of Creede.

Main Street LIVE: Livability Investments for Vibrant Economies

Grants, Eligibility, Process



COLORADO
Department of Local Affairs
Division of Local Government

Directing place-based development, redevelopment, and housing in downtowns is a critical component to a robust and active economy, local government fiscal health, and sustainable development patterns. Main Street LIVE will fund downtown public infrastructure and facilities as Livability Investments for Vibrant Economies. This \$17.5 million infusion will reinvest in our downtowns and enhance long-term sustainability, add to the built environment (buildings, streets, infrastructure), attract workforce, and augment other energy and housing projects.

The Initiative supports a reduced local match. All applications in this Initiative will follow the regularly planned cycles of the Energy and Mineral Impact Assistance Fund (EIAF) Program.

Eligible Projects

- More competitive projects will meet 2021 International Energy Conservation Code (IECC) and International Existing Building Code (IEBC) (as applicable), include renewable energy sources (as applicable), bringing buildings up to code (electrical, plumbing, fire suppression, insulation, etc.), contribute to affordable housing goals, include age-friendly amenities to the project, and/or improve the overall livability and vibrancy of downtown.
- Infrastructure and streetscape improvements: water, sewer, stormwater, energy, sidewalks, and streetscape or place-making improvements (including, but not limited to, high efficiency street lights, benches, accessibility improvements, parklets, breezeway and alley activation improvements.)
- Investments in public buildings/facilities, gathering/event spaces, downtown public art programs, public restrooms, public electric vehicle (EV) charging stations, and downtown wayfinding, as part of a broader streetscape project).
- ADA accessibility upgrades and energy-efficiency improvements to public buildings (building facade improvements eligible as part of this work).
- Design, engineering and project-specific certification costs for above projects.

Ineligible Projects

- Ineligible projects include parking lots (except for multi-floor, multi-modal downtown parking structure/multi-modal hub)
- Grant funds spent on private property or private infrastructure are ineligible. However, local matching funds can be used to leverage resources (e.g., local facade improvement grants to businesses or grants to convert second stories to attainable, accessible housing).

Funding

\$17.5M is established as an initiative within the EIAF Program through June 30, 2026 or when funds run out. Other agencies' funding (such as CDOT's Revitalizing Main Streets grant program) are eligible matching funds. Local facade grant programs can also be used as match.

- Match lowered to 25% and maximum request is increased to \$1.5M. Planning projects at 10% match under consideration.
- Applicants must contact their [Regional Manager](#) prior to submitting any application and must be "ready to go" in order to be accepted into an EIAF grant cycle.
- Application opens June 30, 2023 on the [EIAF website](#).

Mayer Investments, LLC

April 4, 2023

City of Creede
Board of Trustees, Town Manager

Greetings,

My wife Jodie Mayer and myself, Todd Mayer as owners on Mayer Investments, LLC would like to ask your consideration to sell two parcels of City of Creede land to us. This land is adjacent to our home in North Creede with an address of 177 Forest Service Road 502, Tract 31R and Tract 31R-2. Our current West property line is right at the edge of our porch so we would like to purchase a 9.84 feet X 70.0 feet strip of land to give us a small buffer on the West side of our home. We would also like to purchase a 22.0 feet X 25.0 feet section of land on the South side of Forest Service Road 502 that would square up with our property on the north side of the road. Both sections of land are shown on the attached replat map that I had done back in 2018 and are highlighted in yellow. I labeled this replat map "Exhibit A and Exhibit A-1". The total area of land we are asking to purchase is 1,239 square feet.

In 2018 when this survey and replat was drawn up, I met with the BOT at that time on 3/20/2018. In the meeting they agreed that the replat could be approved as long as the exact land area was calculated and that there was a price set for the value of the land. This replat never ended up getting done because the Dawson's, my neighbor to the East did not agree with the boundaries as surveyed and would not accept my offer to convey the property to them at no charge. At that time, I just let it be and now my neighbors have had 5 years to prove different, which they have not been able to do.

Fast forward to today, I now would like to complete this replat but instead of conveying Tract 31R-1B to my East neighbors I would like to keep it in Mayer Investments, LLC but as a separate section of property from my home. This would clear up their encroachment on to the property that our home is on. As for Tract 31R-2B I would also like to keep it in Mayer Investments, LLC but also as a separate section of property on its own.

The main reason for doing all of this is so that if in the future we were to decide to sell this home the property boundaries for it would be all straightened out and we could obtain a clear ILC. As you can see with the current ILC (labeled "Exhibit B") it shows my neighbors improvements encroach onto the property my house is on.

I have been in discussions over the past year or longer with the Town manager Mr. Louis Fineburg. My original discussions with him were to try and buy larger parcels of land (approx. 31.0 feet X 70.0 feet and 25.0 feet X 43.0 feet, that is why the attached appraisal ("Exhibit C") shows larger parcels. It is now my intention to just use the replat that was drawn up in 2018. Louis also wanted to make sure that there was no city owned utilities on the property which with the help of Scott Johnson we were able to determine that there are not any city utilities located on the property we wish to purchase. He also asked for an appraisal to be completed which is attached as "Exhibit C" as described above.

The property appraised for \$4.46 per sq. ft. I would like to make an offer of \$5.00 per sq. ft. for the 1,239 sq. ft. for a total price of \$6,195.00.

Please let me know if the City will consider this transaction as I hate to move forward and spend additional money on this unless I have a commitment from the City. Please also let me know what the next steps are that are required from the City to get this accomplished and if you need any additional information from us.

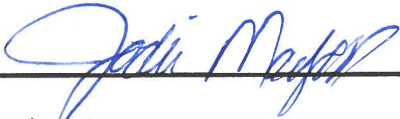
Thank you very much for your time and consideration.

Sincerely,

Mayer Investments, LLC



Todd Mayer

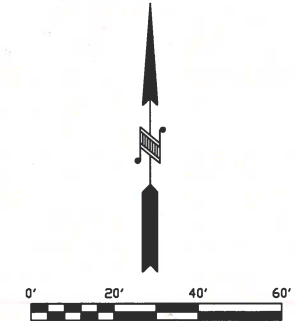
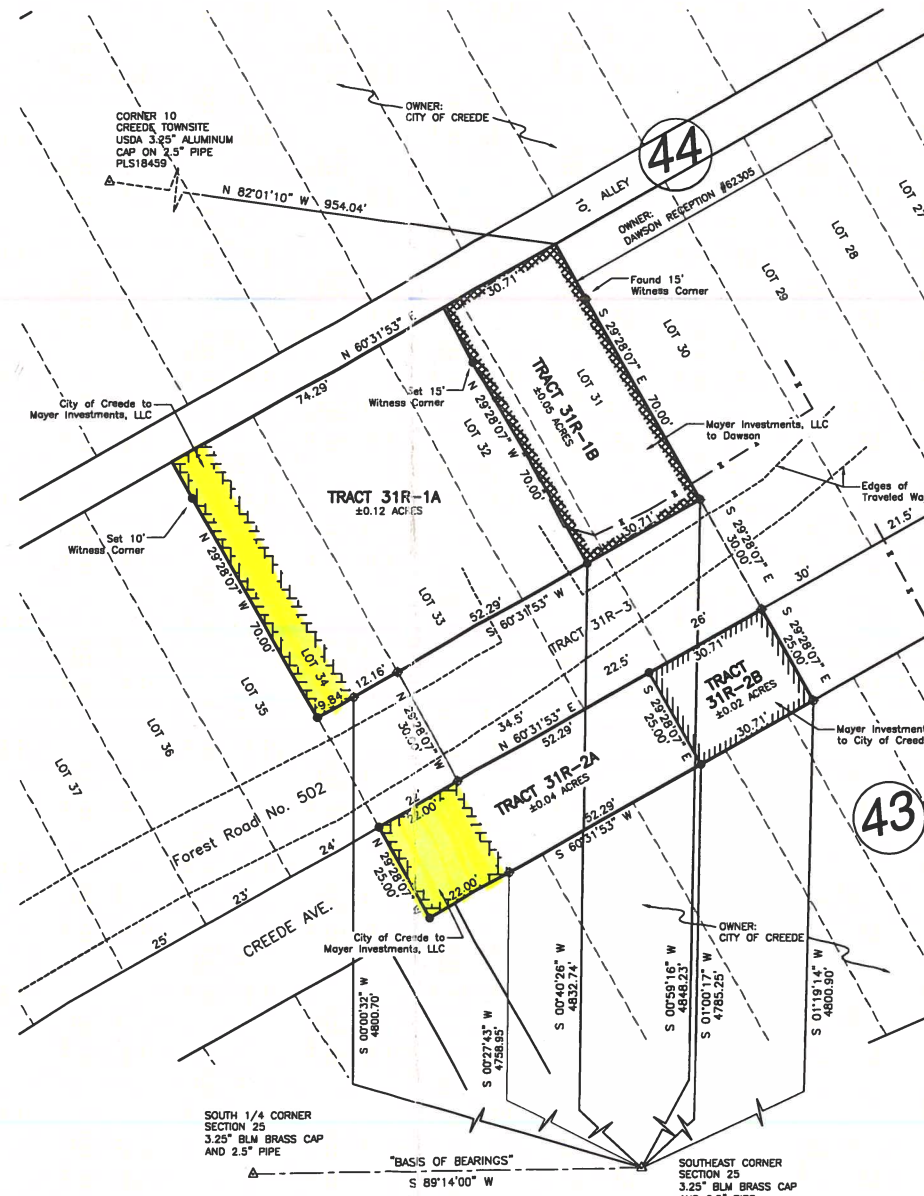
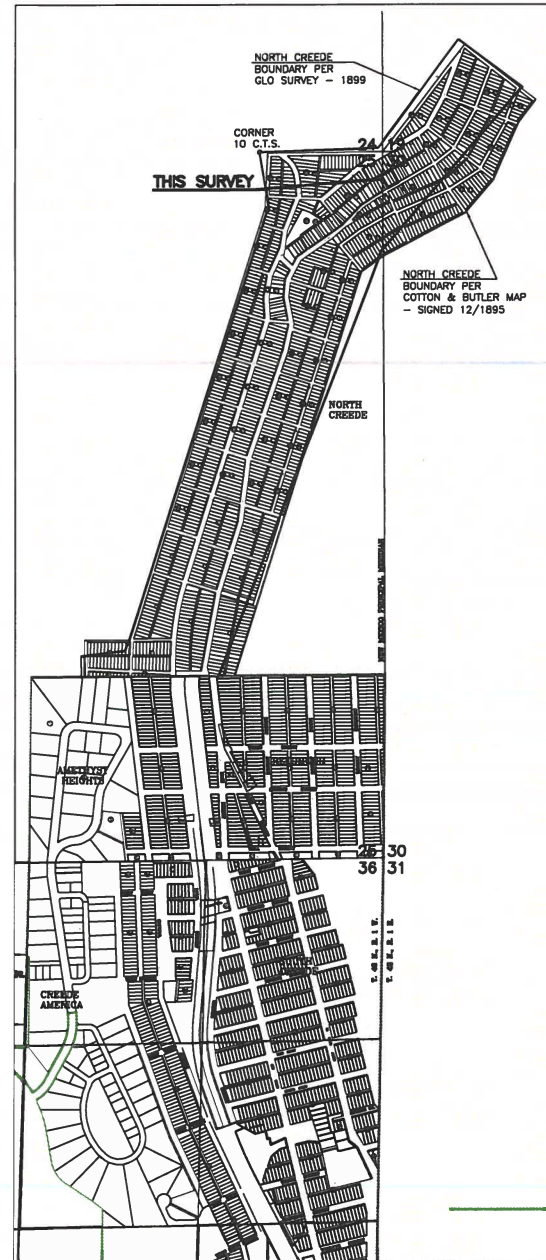


Jodie Mayer

Exhibit A

REPLAT OF TRACT 31R-1A, 31R-1B, 31R-2A & 31R-2B OF TRACT 31R AND TRACT 31R-2, BLOCK 44, (NORTH) CREEDE

LOCATED IN THE NORTHWEST 1/4 SECTION 30, TOWNSHIP 42 NORTH RANGE 1 EAST, (SUSPENDED) N.M.P.M., MINERAL COUNTY, COLORADO



BASIS OF BEARINGS
BEARINGS ARE BASED UPON THE SOUTH LINE OF SECTION 25 FROM THE SOUTHEAST CORNER OF SECTION 25 TO THE SOUTH 1/4 CORNER OF SECTION 25 HAVING A BEARING OF S89°14'00"W, MONUMENTED ON BOTH ENDS WITH 3.25 INCH BLM BRASS CAPS

SURVEY NOTES:

- LOTS AND BLOCKS SHOWN HEREON IS AN INTERPOLATION OF THE C.Y. BUTLER MAP DATED JULY 1903 FOUND IN BOOK 1 PAGES 25-27 AS THE BEST AVAILABLE RECORDED EVIDENCE OF NORTH CREEDE AND BEING RECOGNIZED BY THE CITY OF CREEDE DECLARING IT THE OFFICIAL MAP OF "CREEDE". THE MAP IS DRAWN PER THE COTTON & BUTLER MAP DRAWN DECEMBER 1892 AND COMPARING THE DESCRIPTION OF THE TOWN INCORPORATION PETITION FILED MAY, 1892 RIO GRANDE COUNTY.
- THIS SURVEY RELIED ON THE FOLLOWING PLAT/MAPS TO BEST REPRESENT THE INTENT OF THE LOTTING IN NORTH CREEDE:
 - COTTON & BUTLER ANNEXATION MAP DRAWN DECEMBER, 1892, SIGNED DECEMBER 1895 AND RECORDED IN HINSDALE COUNTY.
 - GLO SURVEY COMPLETED JUNE 12, 1899, ACCEPTED AUGUST 31, 1901
 - CY BUTLER PLAT OF THE TOWN OF CREEDE DRAWN JULY, 1903, DECLARED THE OFFICIAL MAP OF THE TOWN OF CREEDE NOVEMBER 14, 1903 AND RECORDED IN MINERAL COUNTY NOVEMBER 27, 1903 IN PLAT BOOK 1 AT PAGES 25-26-27.
- A PATENT TO THE TOWN OF CREEDE WAS NOT ISSUED TO THE OFFICIALS OF THE TOWN UNTIL JULY 31, 1903 AND FINALLY RECORDED AUGUST 6, 1937. CONVEYANCES TO PRIVATE PARTIES BEGAN SHORTLY AFTER THE JULY, 1903 PATENT GRANT. LOTS BEING CONVEYED WERE BASED ON THE COTTON & BUTLER MAP AS WELL AS THE CY BUTLER MAP OF 1903.

SURVEYOR'S NOTES:

- THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT OR TITLE OPINION AND IN NO WAY SHALL IT BE CONSTRUED AS A TITLE OPINION BY THIS SURVEYOR OR DAVIS ENGINEERING, INC. EXCEPT AS SHOWN, CLIENT DID NOT WISH TO HAVE DAVIS ENGINEERING SERVICE, INC. RESEARCH AND SHOW RECORD OR APPARENT EASEMENTS THAT MAY AFFECT THIS PROPERTY. THIS SURVEY REVIEWED THOSE RECORD DOCUMENTS REFERENCED HEREON FOR THE DETERMINATION OF ALL BOUNDARIES DEPICTED.
- CERTIFICATION DEFINED: THE USE OF THE WORDS "CERTIFY" OR "CERTIFICATION" BY A LICENSED PROFESSIONAL LAND SURVEYOR CONSTITUTES AN EXPRESSION OF PROFESSIONAL OPINION REGARDING THE FACTS AND FINDINGS WHICH ARE THE SUBJECT OF THE CERTIFICATION, AND DOES NOT CONSTITUTE A WARRANTY OR GUARANTY, EITHER EXPRESSED OR IMPLIED. (PER COLORADO STATE BOARD RULE NO. 6.2.2).

SURVEYORS CERTIFICATE

I, DEAN P. SCHULTZ, A DULY LICENSED LAND SURVEYOR IN THE STATE OF COLORADO, DO HEREBY CERTIFY THAT THIS PLAT OR MAP WAS PREPARED FROM NOTES OF AN ACTUAL FIELD SURVEY PERFORMED BY ME OR UNDER MY DIRECT SUPERVISION AND IS BASED UPON MY KNOWLEDGE, INFORMATION AND BELIEF, AND IT IS IN ACCORDANCE WITH APPLICABLE STANDARDS OF PRACTICE.

FOR AND ON BEHALF OF
DAVIS ENGINEERING SERVICE, INC.

LEGEND

- △ FOUND CORNER AS DESCRIBED
- ◆ FOUND NO.5 REBAR W/1.5" ALUMINUM CAP (PLS 26973)
- SET NO.5 REBAR W/1.5" ALUMINUM CAP (PLS 26973)
- TRACT BOUNDARY
- - - ORIGINAL LOT LINES
- - - FENCE LINE
- ▨ CONVEYANCE AREA-MAYER INVESTMENTS, LLC TO CITY OF CREEDE
- ▩ CONVEYANCE AREA-MAYER INVESTMENTS, LLC TO DAWSON
- ▧ CONVEYANCE AREA-CITY OF CREEDE TO MAYER INVESTMENTS, LLC

CLERK AND RECORDERS CERTIFICATE

STATE OF COLORADO
COUNTY OF MINERAL } SS

I hereby certify that this instrument was filed in my office at _____ O'clock ____m., this _____ day of _____, 2018 under Reception Number _____ in Map Book _____ at Map Page _____

Clerk and Recorder

NOTICE: According to Colorado law you must commence any legal action based upon any defect in this survey within three years after you first discover such defect. In no event may any action based upon any defect in this survey be commenced more than ten years from the date of the certification shown hereon.

NOT VALID WITHOUT ORIGINAL SIGNATURE AND SEAL			
PAGE 2 OF 2			
REVISIONS	REPLAT OF TRACT 31R-1A, 31R-1B, 31R-2A & 31R-2B OF TRACT 31R AND TRACT 31R-2, BLOCK 44, (NORTH) CREEDE		
LOCATED IN THE NORTHWEST 1/4 SECTION 30, TOWNSHIP 42 NORTH RANGE 1 EAST, (SUSPENDED) N.M.P.M., MINERAL COUNTY, COLORADO			
SCALE	1"=20'	DAVIS ENGINEERING SERVICE, INC. P.O. BOX 1640 ALAMOSA, COLORADO 81101 PHONE: (719) 589-3004 FAX: (719) 589-3712	SURVEYED BY KL/TC
DATE	2/8/18		DRAWN BY TC
CLIENT	TODD MAYER/CITY OF CREEDE		FILED AP0959

"Exhibit A-1"

REPLAT OF TRACTS 31R-1A, 31R-1B, 31R-2A & 31R-2B OF TRACT 31R AND TRACT 31R-2, BLOCK 44, (NORTH) CREEDE

LOCATED IN THE NORTHWEST ¼ SECTION 30, TOWNSHIP 42 NORTH RANGE 1 EAST, (SUSPENDED) N.M.P.M., MINERAL COUNTY, COLORADO

DEDICATION

KNOW ALL PERSONS BY THESE PRESENTS THAT MAYER INVESTMENTS, LLC AND THE CITY OF CREEDE are the owners of the following property: Tract 31R, Tract 31R-2 and Lot 34 of Block 44 and that portion of Creede Avenue as shown hereon, all located within the limits of North Creede (aka Townsite of Creede), Mineral County, Colorado.

THAT THEY have caused said Property to be replatted and designated as Tract 31R-1A, Tract 31R-1B, Tract 31R-2A and Tract 31R-2B, Block 44, North Creede.

The above described Tracts contain a total of 0.23 acres, more or less.

IN WITNESS WHEREOF, this instrument is executed this ____ day of _____, 2018 by

Todd Mayer, Mayer Investments, LLC

Mayer - City of Creede

Attest: City Clerk - City of Creede

ACKNOWLEDGEMENT

STATE OF _____ }
COUNTY OF _____ }SS

The foregoing instrument was acknowledged before me this ____ day of _____, 2018, by Todd Mayer, Mayer Investments, LLC.

Notary Public

My commission expires

BOARD OF TRUSTEES CERTIFICATE

Approved this ____ day of _____, 2018, Board of Trustees for the City of Creede, Mineral County, Colorado.

Mayor - City of Creede

Attest: City Clerk

Tract 31R-1A of Block 44 Description

A Tract of land, being a portion of Tract 31R and Lot 34, Block 44, located in the NW1/4 Section 30, Township 42 North, Range 1 East (Suspended), N.M.P.M., within the limits of North Creede (aka Townsite of Creede), Mineral County, Colorado, which Tract is more particularly described by metes and bounds as follows, to-wit:

The following bearings are based upon the South line of Section 25 from the Southeast Corner to the South 1/4 Corner, having a bearing of S89°14'00"W, monumented on both ends with 3.25 inch BLM brass caps; Beginning at the Southeast corner of the Tract herein described, from whence the Southeast corner of said Tract 31R, from whence the Southeast corner of said Section 25 bears S00°59'16"W a distance of 4848.23 feet; Thence S60°31'53"W along the South line of said Tract 31R a distance of 30.71 feet; Thence N 29°28'07" W a distance of 70.00 feet to a point on the North line of said Tract 31R; Thence N60°31'53"E along said North line a distance of 74.29 feet; Thence S29°28'07"E a distance of 70.00 feet to the place of beginning;

The above described Tract contains 5201 square feet (0.12 acres), more or less.

The above described tract is subject to any and all easements of whatsoever nature.

Tract 31R-1B of Block 44 Description

A Tract of land, being a portion of Tract 31R, Block 44, located in the NW1/4 Section 30, Township 42 North, Range 1 East (Suspended), N.M.P.M., within the limits of North Creede (aka Townsite of Creede), Mineral County, Colorado, which Tract is more particularly described by metes and bounds as follows, to-wit:

The following bearings are based upon the South line of Section 25 from the Southeast Corner to the South 1/4 Corner, having a bearing of S89°14'00"W, monumented on both ends with 3.25 inch BLM brass caps; Beginning at the Southeast corner of the Tract herein described, from whence the Southeast corner of said Tract 31R, from whence the Southeast corner of said Section 25 bears S00°59'16"W a distance of 4848.23 feet; Thence S60°31'53"W along the South line of said Tract 31R a distance of 30.71 feet; Thence N 29°28'07" W a distance of 70.00 feet to a point on the North line of said Tract 31R; Thence N60°31'53"E along said North line a distance of 30.71 feet to the Northeast corner of said Tract 31R; Thence S29°28'07"E along the East line of said Tract 31R a distance of 70.00 feet to the place of beginning.

The above described Tract contains 2150 square feet (0.05 acres), more or less.

The above described tract is subject to any and all easements of whatsoever nature.

Tract 31R-2A of Block 44 Description

A Tract of land, being a portion of Tract 31R-2, Block 44 and Creede Avenue, located in the NW1/4 Section 30, Township 42 North, Range 1 East (Suspended), N.M.P.M., within the limits of North Creede (aka Townsite of Creede), Mineral County, Colorado, which Tract is more particularly described by metes and bounds as follows, to-wit:

The following bearings are based upon the South line of Section 25 from the Southeast Corner to the South 1/4 Corner, having a bearing of S89°14'00"W, monumented on both ends with 3.25 inch BLM brass caps; Beginning at the Southeast corner of the Tract herein described, being the Southeast corner of said Tract 31R-2, from whence the Southeast corner of said Section 25 bears S01°00'17"E a distance of 4785.25 feet; Thence S60°31'53"W along and parallel to the South line of said Tract 31R-2 a distance of 74.29 feet; Thence N29°28'07"W a distance of 25.00 feet to a point on the South line of said Block 44; Thence N60°31'53"E along said South line a distance of 74.29 feet to the Northeast corner of the Tract herein described, being identical to the Northeast corner of said Tract 31R-2; Thence S29°28'07"E a distance of 25.00 feet to the place of beginning.

The above described Tract contains 1857 square feet (0.04 acres), more or less.

The above described tract is subject to any and all easements of whatsoever nature.

Tract 31R-2B of Block 44 Description

A Tract of land, being a portion of Tract 31R-2, Block 44, located in the NW1/4 Section 30, Township 42 North, Range 1 East (Suspended), N.M.P.M., within the limits of North Creede (aka Townsite of Creede), Mineral County, Colorado, which Tract is more particularly described by metes and bounds as follows, to-wit:

The following bearings are based upon the South line of Section 25 from the Southeast Corner to the South 1/4 Corner, having a bearing of S89°14'00"W, monumented on both ends with 3.25 inch BLM brass caps; Beginning at the Southeast corner of the Tract herein described, being the Southeast corner of said Tract 31R-2, from whence the Southeast corner of said Section 25 bears S01°19'14"W a distance of 4800.90 feet; Thence S60°31'53"W along the South line of said Tract 31R-2 a distance of 30.71 feet; Thence N29°28'07"W a distance of 25.00 feet to a point on the North line of said Tract 31R-2; Thence N60°31'53"E along said North line a distance of 30.71 feet to the Northeast corner of said Tract 31R-2; Thence S29°28'07"E along the East line of said Tract 31R-2 a distance of 25.00 feet to the place of beginning.

The above described Tract contains 768 square feet (0.02 acres), more or less.

The above described tract is subject to any and all easements of whatsoever nature.

SURVEY NOTES:

- LOTS AND BLOCKS SHOWN HEREON IS AN INTERPOLATION OF THE C.Y. BUTLER MAP DATED JULY 1903 FOUND IN BOOK 1 PAGES 25-27 AS THE BEST AVAILABLE RECORDED EVIDENCE OF NORTH CREEDE AND BEING RECOGNIZED BY THE CITY OF CREEDE DECLARING IT THE OFFICIAL MAP OF "CREEDE". THE MAP IS DRAWN PER THE COTTON & BUTLER MAP DRAWN DECEMBER 1892 AND COMPARING THE DESCRIPTION OF THE TOWN INCORPORATION PETITION FILED MAY, 1892 RIO GRANDE COUNTY.
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- A PATENT TO THE TOWN OF CREEDE WAS NOT ISSUED TO THE OFFICIALS OF THE TOWN UNTIL JULY 31, 1903 AND FINALLY RECORDED AUGUST 6, 1937. CONVEYANCES TO PRIVATE PARTIES BEGAN SHORTLY AFTER THE JULY, 1903 PATENT GRANT. LOTS BEING CONVEYED WERE BASED ON THE COTTON & BUTLER MAP AS WELL AS THE CY BUTLER MAP OF 1903.

SURVEYOR'S NOTES:

- THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT OR TITLE OPINION AND IN NO WAY SHALL IT BE CONSTRUED AS A TITLE OPINION BY THIS SURVEYOR OR DAVIS ENGINEERING, INC. EXCEPT AS SHOWN, CLIENT DID NOT WISH TO HAVE DAVIS ENGINEERING SERVICE, INC. RESEARCH AND SHOW RECORD OR APPARENT EASEMENTS THAT MAY AFFECT THIS PROPERTY. THIS SURVEY REVIEWED THOSE RECORD DOCUMENTS REFERENCED HEREON FOR THE DETERMINATION OF ALL BOUNDARIES DEPICTED.
- CERTIFICATION DEFINED: THE USE OF THE WORDS "CERTIFY" OR "CERTIFICATION" BY A LICENSED PROFESSIONAL LAND SURVEYOR CONSTITUTES AN EXPRESSION OF PROFESSIONAL OPINION REGARDING THE FACTS AND FINDINGS WHICH ARE THE SUBJECT OF THE CERTIFICATION, AND DOES NOT CONSTITUTE A WARRANTY OR GUARANTY, EITHER EXPRESSED OR IMPLIED. (PER COLORADO STATE BOARD RULE NO. 6.2.2).

SURVEYORS CERTIFICATE

I, DEAN P. SCHULTZ, A DULY LICENSED LAND SURVEYOR IN THE STATE OF COLORADO, DO HEREBY CERTIFY THAT THIS PLAT OR MAP WAS PREPARED FROM NOTES OF AN ACTUAL FIELD SURVEY PERFORMED BY ME OR UNDER MY DIRECT SUPERVISION AND IS BASED UPON MY KNOWLEDGE, INFORMATION AND BELIEF, AND IT IS IN ACCORDANCE WITH APPLICABLE STANDARDS OF PRACTICE.

FOR AND ON BEHALF OF
DAVIS ENGINEERING SERVICE, INC.

CLERK AND RECORDERS CERTIFICATE

STATE OF COLORADO }
COUNTY OF MINERAL }SS

I hereby certify that this instrument was filed in my office at ____ o'clock ____m., this ____ day of _____, 2018 under Reception Number _____ in Map Book _____ at Map Page _____.

Clerk and Recorder

NOT VALID WITHOUT ORIGINAL SIGNATURE AND SEAL PAGE 1 OF 2

REVISIONS	REPLAT OF TRACTS 31R-1A, 31R-1B, 31R-2A & 31R-2B OF TRACT 31R AND TRACT 31R-2, BLOCK 44, (NORTH) CREEDE LOCATED IN THE NORTHWEST ¼ SECTION 30, TOWNSHIP 42 NORTH RANGE 1 EAST, (SUSPENDED) N.M.P.M., MINERAL COUNTY, COLORADO
SCALE 1"=20'	DAVIS ENGINEERING SERVICE, INC. P.O. BOX 1840 ALAMOSA, COLORADO 81101 PHONE: (719) 589-3004 FAX: (719) 589-3712
DATE 2/8/18	SURVEYED BY KL/TC DRAWN BY TC FILED
CLIENT TODD MAYER	AP0959

NOTICE: According to Colorado law you must commence any legal action based upon any defect in this survey within three years after you first discover such defect. In no event may any action based upon any defect in this survey be commenced more than ten years from the date of the certification shown hereon.

Tract 31R-1A Conveyance - City of Creede to Mayer Investments, LLC

A Tract of land, being a portion of Lot 34, Block 44, located in the NW1/4 Section 30, Township 42 North, Range 1 East (Suspended), N.M.P.M., within the limits of North Creede (aka Townsite of Creede), Mineral County, Colorado, which Tract is more particularly described by metes and bounds as follows, to-wit: The following bearings are based upon the South line of Section 25 from the Southeast Corner to the South 1/4 Corner, having a bearing of S89°14'00"W, monumented on both ends with 3.25 inch BLM brass caps; Beginning at the Southeast corner of the Tract herein described, being the Southeast corner of said Section 25 bears S00°00'32"W a distance of 4800.70 feet; Thence S60°31'53"W a distance of 9.84 feet to a point on the West line of said Lot 34; Thence N29°28'07"W along said West line a distance of 70.00 feet to the Northwest corner of said Lot 34; Thence N60°31'53"E along the North line of said Lot 34 a distance of 9.84 feet to the Northwest corner of said Tract 31R; Thence S29°28'07"E a distance of 70.00 feet to the place of beginning.

The above described Tract contains 689 square feet (0.02 acres), more or less.

The above described tract is subject to any and all easements of whatsoever nature.

689#
split off to remain w/MI LLC

Tract 31R-1B Conveyance - Mayer Investments, LLC to City of Creede

A Tract of land, being a portion of Tract 31R, Block 44, located in the NW1/4 Section 30, Township 42 North, Range 1 East (Suspended), N.M.P.M., within the limits of North Creede (aka Townsite of Creede), Mineral County, Colorado, which Tract is more particularly described by metes and bounds as follows, to-wit: The following bearings are based upon the South line of Section 25 from the Southeast Corner to the South 1/4 Corner, having a bearing of S89°14'00"W, monumented on both ends with 3.25 inch BLM brass caps; Beginning at the Southeast corner of the Tract herein described, being the Southeast corner of said Section 25 bears S00°59'16"W a distance of 4848.23 feet; Thence S60°31'53"W along the South line of said Tract 31R a distance of 30.71 feet; Thence N29°28'07"W a distance of 70.00 feet to a point on the North line of said Tract 31R; Thence N60°31'53"E along said North line a distance of 30.71 feet to the Northeast corner of said Tract 31R; Thence S29°28'07"E along the East line of said Tract 31R a distance of 70.00 feet to the place of beginning.

The above described Tract contains 2150 square feet (0.05 acres), more or less.

The above described tract is subject to any and all easements of whatsoever nature.

Tract 31R-2A Conveyance - City of Creede to Mayer Investments, LLC

A Tract of land, being a portion of Creede Avenue, located in the NW1/4 Section 30, Township 42 North, Range 1 East (Suspended), N.M.P.M., within the limits of North Creede (aka Townsite of Creede), Mineral County, Colorado, which Tract is more particularly described by metes and bounds as follows, to-wit: The following bearings are based upon the South line of Section 25 from the Southeast Corner to the South 1/4 Corner, having a bearing of S89°14'00"W, monumented on both ends with 3.25 inch BLM brass caps; Beginning at the Southeast corner of the Tract herein described, being the Southeast corner of said Section 25 bears S00°27'43"E a distance of 4785.95 feet; Thence S60°31'53"W along and parallel to the North Line of Block 44 a distance of 22.00 feet; Thence N29°28'07"W a distance of 25.00 feet to a point on the South line of Block 44; Thence N60°31'53"E along said South line a distance of 22.00 feet to the Northwest corner of said Tract 31R-2; Thence S29°28'07"E along the West line of said Tract 31R-2 a distance of 25.00 feet to the place of beginning.

The above described Tract contains 768 square feet, more or less.

The above described tract is subject to any and all easements of whatsoever nature.

22' x 25' = 550#

Tract 31R-2B Conveyance - Mayer Investments, LLC to City of Creede

A Tract of land, being a portion of Tract 31R-2, Block 44, located in the NW1/4 Section 30, Township 42 North, Range 1 East (Suspended), N.M.P.M., within the limits of North Creede (aka Townsite of Creede), Mineral County, Colorado, which Tract is more particularly described by metes and bounds as follows, to-wit: The following bearings are based upon the South line of Section 25 from the Southeast Corner to the South 1/4 Corner, having a bearing of S89°14'00"W, monumented on both ends with 3.25 inch BLM brass caps; Beginning at the Southeast corner of the Tract herein described, being the Southeast corner of said Section 25 bears S01°19'14"W a distance of 4800.90 feet; Thence S60°31'53"W along the South line of said Tract 31R-2 a distance of 30.71 feet; Thence N29°28'07"W a distance of 25.00 feet to a point on the North line of said Tract 31R-2; Thence N60°31'53"E along said North line a distance of 30.71 feet to the Northeast corner of said Tract 31R-2; Thence S29°28'07"E along the East line of said Tract 31R-2 a distance of 25.00 feet to the place of beginning.

The above described Tract contains 768 square feet (0.02 acres), more or less.

The above described tract is subject to any and all easements of whatsoever nature.

split off to remain w/MI LLC

768#

Creede to MI = 1239# @ \$4.50 = 5575.50

~~MI to Creede = 768~~

~~4770.45 = 2819.50~~

"Exhibit C"



APPRAISAL OF REAL PROPERTY

LOCATED AT:

Tracts On Forest Service Rd 502
TBD Block 44 and TBD Block 43 North Creede
Creede, CO 81130

FOR:

Todd Mayer
177 Forest Service Road 502
Creede, CO 81130

AS OF:

09/01/2022

BY:

Eric J Cook
Accurate Appraisal Partners
PO BOX 41
Del Norte, CO 81132
aapartners@qwestoffice.net
719-657-2769

USPAP ADDENDUM

Mayer 001
File No. TBD FSRD 502

Borrower	None		
Property Address	Tracts On Forest Service Rd 502		
City	Creede	County	Mineral
Lender	Todd Mayer	State	CO
		Zip Code	81130

This report was prepared under the following USPAP reporting option:

Appraisal Report This report was prepared in accordance with USPAP Standards Rule 2-2(a).

Restricted Appraisal Report This report was prepared in accordance with USPAP Standards Rule 2-2(b).

This is a custom report with a request to determine the price per square foot of two vacant parcels of land. These parcels are located across the street from each other (FSRD 502) and have similar characteristics. The lots are a different size, but due to location and physical characteristics. The price per SF is the most credible. The price per SF is also requested buy the seller of the two properties.

Reasonable Exposure Time

My opinion of a reasonable exposure time for the subject property at the market value stated in this report is: N/A

This does not apply to this report.

Additional Certifications

I certify that, to the best of my knowledge and belief:

I have NOT performed services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.

I HAVE performed services, as an appraiser or in another capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment. Those services are described in the comments below.


- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- Unless otherwise indicated, I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
- I have no bias with respect to the property that is the subject of this report or the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice that were in effect at the time this report was prepared.
- Unless otherwise indicated, I have made a personal inspection of the property that is the subject of this report.
- Unless otherwise indicated, no one provided significant real property appraisal assistance to the person(s) signing this certification (if there are exceptions, the name of each individual providing significant real property appraisal assistance is stated elsewhere in this report).

Additional Comments

Scope of Work: The appraiser is contracted to determine the site value of two properties. These properties are directly across the street from each other and have the same physical, locational and external (surrounding environment) characteristics. The properties are unique in lot size, surroundings and usability. There are basically no similar comparables. The client asked for a price per square foot which will determine the site value. The appraiser is going to determine the price per square foot by examining the market, finding the most similar land sales. Then after adjustments of the chosen land sales. The most similar and probable adjusted sales will be divided by the square footage, analyzed, and a price per square foot will be determined. The client can then use this price per SF to determine the site value of the two parcels that are in question.

Location: The two parcels are located in North Creede. They are 800 feet East from the intersection of Forest Service Road 503. The 31x70 parcel is to the North of FSRD 502 and 25x43 parcel is to the South of FSRD 502. These two parcels are across the street from each other. The 31x70 parcel to the North adjoins the clients residence. The 25x43 parcel is directly across the street and is separate. These parcels appear to be part of larger parcels all containing a parcel number of 476325100001. This appears to be city property and will have to be divided if the client wishes to purchase them.

APPRAISER:

Signature: 

Name: Eric J Cook

Date Signed: 09/09/2022

State Certification #: CR40027231

or State License #: _____

State: CO

Expiration Date of Certification or License: 12/31/2023

Effective Date of Appraisal: 09/01/2022

SUPERVISORY APPRAISER: (only if required)

Signature: _____

Name: _____

Date Signed: _____

State Certification #: _____

or State License #: _____

State: _____

Expiration Date of Certification or License: _____

Supervisory Appraiser Inspection of Subject Property:

Did Not Exterior-only from Street Interior and Exterior

LAND APPRAISAL REPORT

Main File No. TBD FSRD 502
Mayer 001

File No. TBD FSRD 502

IDENTIFICATION

Borrower None Census Tract 9736.00 Map Reference Mineral County
 Property Address Tracts On Forest Service Rd 502
 City Creede County Mineral State CO Zip Code 81130
 Legal Description TBD Block 44 and TBD Block 43 North Creede
 Sale Price \$ N/A Date of Sale N/A Loan Term N/A yrs. Property Rights Appraised Fee Leasehold De Minimis PUD
 Actual Real Estate Taxes \$ N/A (yr) Loan charges to be paid by seller \$ N/A Other sales concessions N/A
 Lender/Client Todd Mayer Address 177 Forest Service Road 502, Creede, CO 81130
 Occupant None Appraiser Eric J Cook Instructions to Appraiser Use the market approach to determine the price per square foot.

NEIGHBORHOOD

Location	<input type="checkbox"/> Urban	<input type="checkbox"/> Suburban	<input checked="" type="checkbox"/> Rural	Good	Avg.	Fair	Poor
Built Up	<input type="checkbox"/> Over 75%	<input type="checkbox"/> 25% to 75%	<input checked="" type="checkbox"/> Under 25%				
Growth Rate	<input type="checkbox"/> Fully Dev.	<input type="checkbox"/> Rapid	<input checked="" type="checkbox"/> Steady				
Property Values	<input type="checkbox"/> Increasing	<input checked="" type="checkbox"/> Stable	<input type="checkbox"/> Declining				
Demand/Supply	<input checked="" type="checkbox"/> Shortage	<input type="checkbox"/> In Balance	<input type="checkbox"/> Oversupply				
Marketing Time	<input checked="" type="checkbox"/> Under 3 Mos.	<input type="checkbox"/> 4-6 Mos.	<input type="checkbox"/> Over 6 Mos.				
Present Land Use	<u>52%</u> 1 Family	<u>3%</u> 2-4 Family	<u> </u> % Apts.	<u> </u> % Condo	<u>20%</u> Commercial		
	<u> </u> % Industrial	<u>5%</u> Vacant	<u>25%</u> Municipal & City				
Change in Present Land Use	<input checked="" type="checkbox"/> Not Likely	<input type="checkbox"/> Likely (*)	<input type="checkbox"/> Taking Place (*)				
	(*) From <u> </u> To <u> </u>						
Predominant Occupancy	<input checked="" type="checkbox"/> Owner	<input type="checkbox"/> Tenant	<u>5</u> % Vacant				
Single Family Price Range	<u>\$ 50</u> to <u>\$ 1,500,000</u>	Predominant Value \$ <u>500,000</u>					
Single Family Age	<u>0</u> yrs. to <u>135</u> yrs.	Predominant Age <u>75</u> yrs.					

Employment Stability
 Convenience to Employment
 Convenience to Shopping
 Convenience to Schools
 Adequacy of Public Transportation
 Recreational Facilities
 Adequacy of Utilities
 Property Compatibility
 Protection from Detrimental Conditions
 Police and Fire Protection
 General Appearance of Properties
 Appeal to Market

Comments including those factors, favorable or unfavorable, affecting marketability (e.g. public parks, schools, view, noise): The subject is in North Creede. This is still part of Creede City Limits. The parcels are located on Forest Service Road 502. These parcels have minimal functional utility (use). The Northern parcel is adjoining to the clients residence and does not have any build ability due to physical terrain. The Southern parcel has a possible encroaching shed and is too small to build on. The location is nice, but there is a lot of traffic as this is part of a historic loop.

SITE

Dimensions 31x70 and 25x43 per client sketch. = 3,245 Sq. Ft. or Acres Corner Lot
 Zoning classification Residential Present Improvements do do not conform to zoning regulations
 Highest and best use Present use Other (specify) See Addenda
 Public Other (Describe)
 Elec. Gas Water San. Sewer Underground Elect. & Tel.
 OFF SITE IMPROVEMENTS
 Street Access Public Private
 Surface Gravel Maintenance Public Private
 Storm Sewer Curb/Gutter Sidewalk Street Lights
 Topo 31x70 Sloping & 25x43 Flat
 Size Too small for residential
 Shape Both Rectangular
 View Historic/Residential
 Drainage Fair
 Is the property located in a HUD Identified Special Flood Hazard Area? No Yes

Comments (favorable or unfavorable including any apparent adverse easements, encroachments, or other adverse conditions): Both parcels in question are owned by the city. The Northern parcel is flat to quickly sloping rocky ground. This parcel would also about the North Creede Septic System. It would not be possible to build. The Southern parcel is flatter and gradually sloping, but could have flood issues with Willow Creek. A shed may be encroaching on the Southern parcel. This parcel is also too small to build any residential improvement.

The undersigned has recited three recent sales of properties most similar and proximate to subject and has considered these in the market analysis. The description includes a dollar adjustment reflecting market reaction to those items of significant variation between the subject and comparable properties. If a significant item in the comparable property is superior to or more favorable than the subject property, a minus (-) adjustment is made thus reducing the indicated value of subject; if a significant item in the comparable is inferior to or less favorable than the subject property, a plus (+) adjustment is made thus increasing the indicated value of the subject.

MARKET DATA ANALYSIS

ITEM	SUBJECT PROPERTY	COMPARABLE NO. 1	COMPARABLE NO. 2	COMPARABLE NO. 3
Address	Tracts On Forest Service Rd 502 Creede, CO 81130	Lots 37 - 42 Blk 49 S Creede Creede, CO 81130	Lot 8 Blk C Creede Haven #2 Creede, CO 81130	Lot 7 Blk G Creede Haven #2 Creede, CO 81130
Proximity to Subject		1.32 miles S	3.09 miles S	3.11 miles S
Sales Price	\$ N/A	\$ 45,000	\$ 35,000	\$ 40,000
Price	\$	\$ 3	\$ 3.35	\$ 3.67
Data Source	CREN/Assessor	Parcel #476336111002	Parcel #484307207008	Parcel #484307206007
Date of Sale and Time Adjustment	N/A	DESCRIPTION +(-)\$ Adjust.	DESCRIPTION +(-)\$ Adjust.	DESCRIPTION +(-)\$ Adjust.
Location	N;Res;	N;Res;	N;Res;	N;Res;
Site/View	Historic/Residential	Historic/Residential	Creede Haven +5,000	Creede Haven +5,000
Total SF	3245 SF	15000 SF -35,265	10454 sf -24,150	10890 sf -28,057
Site Usage	Minimal	Minimal	Level Buildable -1,500	Level Buildable -1,500
Externalities	Busy Road	Poor Maint Propertie	By Airport	By Airport
Date of Sale	5.25% Per Year	2 Years +4,725	No Adjust	No Adjust
Sales or Financing Concessions				
Net Adj. (Total)		<input type="checkbox"/> + <input checked="" type="checkbox"/> - \$ -30,540	<input type="checkbox"/> + <input checked="" type="checkbox"/> - \$ -20,650	<input type="checkbox"/> + <input checked="" type="checkbox"/> - \$ -24,557
Indicated Value of Subject		\$ 14,460	\$ 14,350	\$ 15,443

RECONCILIATION

Comments on Market Data: Data is limited. During the normal course of business. The appraiser looked on the CRENMLS system and then went directly to the Assessors for lot sales. There are only three good sales in the City of Creede in the last four years that are listed by the assessors. There may have been purchases from the city or from individuals to the city, but this is not on the books. There is no other data.

Comments and Conditions of Appraisal: This is a custom appraisal to develop a price per square foot, as the site size referenced have not been "set in stone". The site sizes may change and the price per square foot will still give an accurate price if the site sizes are changed due to location or setbacks. If the sites were to be bought together as described for a total of 3,245 SF. Comp #1 would dictate the site value of the subject (lots described). See addenda.

Final Reconciliation: Comps #1 & #4 are weighted the most. These two comps are in Creede City limits. Comp #1 is on the hillside West of Creede. It is a larger lot, but surrounded by similar externalities (old properties) and building is not impossible, but would be difficult due to the terrain of the site. Comp #4 is the only other similar sale in Creede. Comps #2 & #3 are in Creede Haven and are sales within 3 months.

I ESTIMATE THE MARKET VALUE, AS DEFINED, OF SUBJECT PROPERTY AS OF 09/01/2022 to be \$ 4.46 Per SF

The purpose of the appraisal is to determine a cost per square foot. This was determined by market sales. The cost is determined to be \$4.46 Per SF.

Eric J Cook Did Did Not Physically Inspect Property
 Appraiser(s) Review Appraiser (if applicable)

[Y2K]

Supplemental Addendum

File No. TBD FSRD 502

Borrower	None					
Property Address	Tracts On Forest Service Rd 502					
City	Creede	County	Mineral	State	CO	Zip Code 81130
Lender/Client	Todd Mayer					

Highest & Best Use: The appraiser examined the highest and best use of both parcels. The parcel to the North of Creede acts as the city septic and there is limited space between the city septic and the clients residence. The parcels have no real use other than excess acreage for the city, or additional acreage for the client.

- 31x70: Per inspection and photos. This is not a buildable area. It could be used to expand the site or yard of the client parcel (177 FSRD 502) or create an additional driveway. The city uses this parcel for the city septic and a buffer from 177 FSRD 502, but the 31x70 is too small to build and would take a lot of investment to improve this section of land for any practical use. The highest and best use would be to add size to 177 FSRD 502 for additional acreage (yard or drive) or keep it as it is. This is legally possible, physically possible, the most economically feasible and would generate the highest return.

- The 25x43 parcel across the street does not have any use as of the date of this appraisal. It is too small for building, not attached to the subject and has minimal usable area without a larger investment. The best use for this parcel would be for parking or an additional storage building as it is relatively flat. There are minimal uses. The highest and best use would be the site leveled and ready for a small improvement or parking.

Creede Land Sales: The appraiser searched the MLS and through the county. There are almost no sales in historic Creede or North Creede (Creede Proper). The appraiser ended up searching 4 years back. Then expanding to Creede Haven to find if date of sale (market time) adjustments are needed. Creede Haven is the ONLY other similar area. It is a new subdivision, but is on city water and sewer, and the only subdivision with lots under .5 acres. Creede Haven is also close to the Creede airport, so it does have externalities like the subject.

Date of Sale: The market in all of Colorado has jumped over the last 4 years for residential properties. The appraiser was concerned about this for vacant land. This appraiser looked at older land sales and then newer land sales in Creede Haven as this is a typical subdivision and consistent similar sales can be found. The appraiser found a 21% increase in the last 4 years. This is adjusted at 5.25% per year in the comps grid.

Sales Considered: Land sales in Creede can range from \$3.00 per SF all the way to \$42.00 per SF. The problem is finding true sales. The most recent sale in Creede is a 1907 SF lot that sold for \$80,000. This is a parcel between the Creede Theater and another business. First off this is prime property and secondly, this was probably purchased with a large grant and the buyer had minimal cash out of pocket. This also happens when the municipality or other sections of government will acquire property. They can agree on any price and then get funding to buy it. Then the said intently will only have minimal out of pocket. This will inflate the price of vacant properties tremendously, but it is falsely inflated. In-turn this creates to value levels and market caps for the area. The appraiser had to determine the most suitable sales for the subject and also try to find the sales that are bought by true market participants, by means of cash of conventional financing and no assistance. These are the sales used for the subject.

Adjustments: There is limited data for adjustments. Adjustments are based on match paired sales and market extraction. Market extraction is basically what does the market dictate or allocate for a specific item or a percentage for a specific item. This was mainly for date of sale adjustments. Match paired sales is based on comparing comparables used and balancing the adjustments to create a good value trend. Comps #1 - #4 have a value trend of \$1,000 +/- . This shows supported market trend adjustments.

Square Footage & Date of Sale: These are the two main adjustments. Square footage was determined by dividing the sales price into the lot size. Then finding the size difference between the comp and the subject. The sales cost per SF of the comp is then multiplied by the difference in size. Comp #1 for example. $\$45,000/15000=3.00$, $15000-3245=11755$, $11755 \times \$3.00 = \$35,265$.

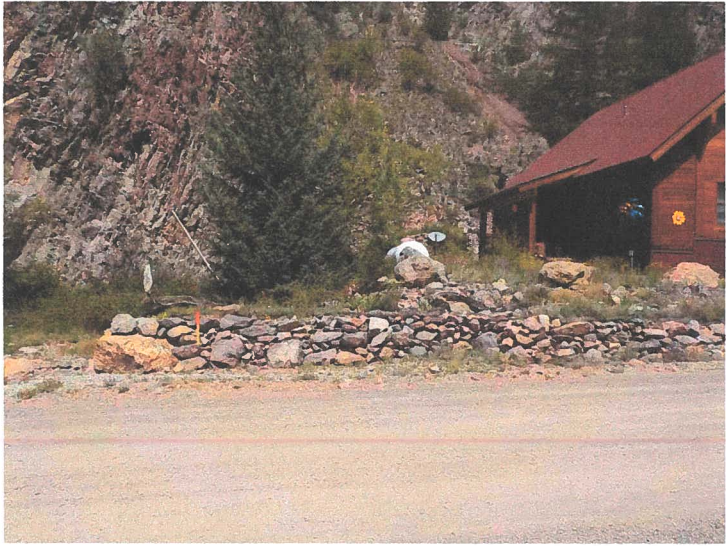
Date of sale was determined by finding the price per year multiplier 5.25% and then multiplying this to the sales price of the comp. Then multiplying it by the years. Comp #1 for example $\$45,000 \times 5.25\% = \2632.5 , $\$2632.5 \times 2 \text{ Years} = \$4,725$.

After these adjustments are determined. The remaining adjustments are through match paired sales. All other items being the same. What is the difference? This is basically match paired sales.

Conclusion: Since Comp #1 is the most similar as far as site, usage, build ability, and the price per SF and date of sale adjustments are all that is needed. This comp adjusted dictates the price per SF. After all other adjustments are made to the additional comps. The adjusted sales ranges are very tight. They are within \$1,000 +/- of each other. This lends strong support to the approach to value, which in turn can be used to determine the price per SF which is \$4.46 per SF as of 09/01/2022.

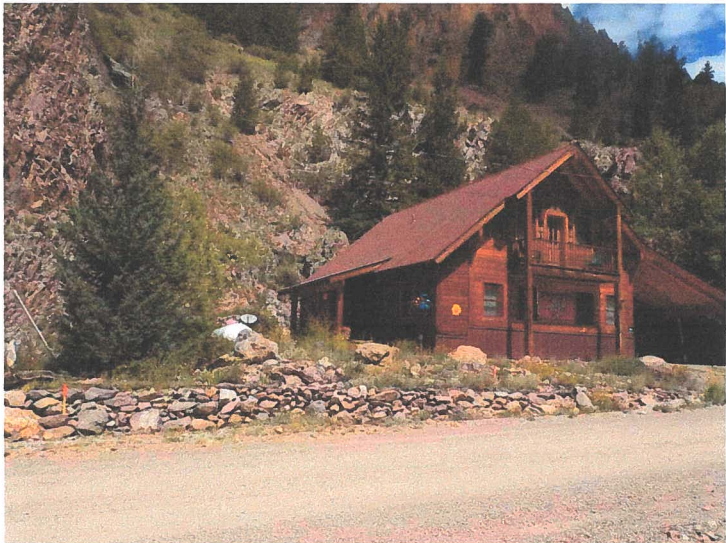
Subject Photo Page

Borrower	None						
Property Address	Tracts On Forest Service Rd 502						
City	Creede	County	Mineral	State	CO	Zip Code	81130
Lender/Client	Todd Mayer						

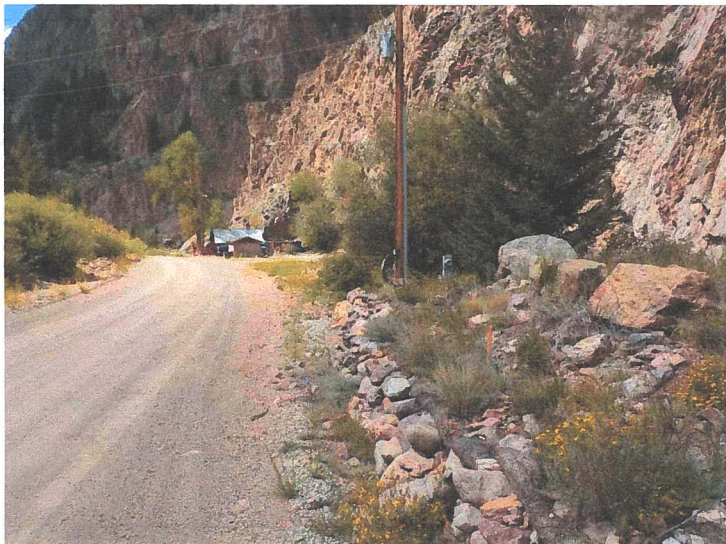


31x70 Lot

Tracts On Forest Service Rd 502
Sales Price N/A
Gross Living Area 2,794
Total Rooms 8
Total Bedrooms 3
Total Bathrooms 3.1
Location N;Res;
View Historic/Residential
Site 35.02 ac
Quality Q2
Age 14



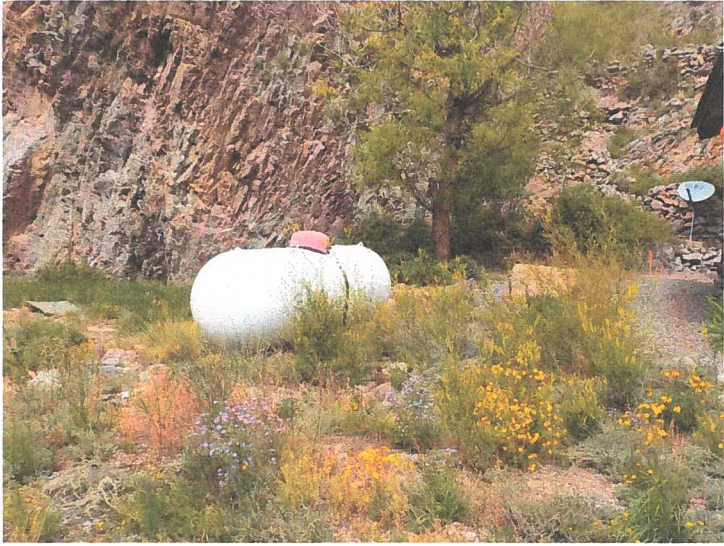
31x70 Relation to Client



31x70 Street Frontage

Subject Photo Page

Borrower	None						
Property Address	Tracts On Forest Service Rd 502						
City	Creede	County	Mineral	State	CO	Zip Code	81130
Lender/Client	Todd Mayer						



31x70 Facing North

Tracts On Forest Service Rd 502
Sales Price N/A
Gross Living Area 2,794
Total Rooms 8
Total Bedrooms 3
Total Bathrooms 3.1
Location N;Res;
View Historic/Residential
Site 35.02 ac
Quality Q2
Age 14



31x70 Facing South



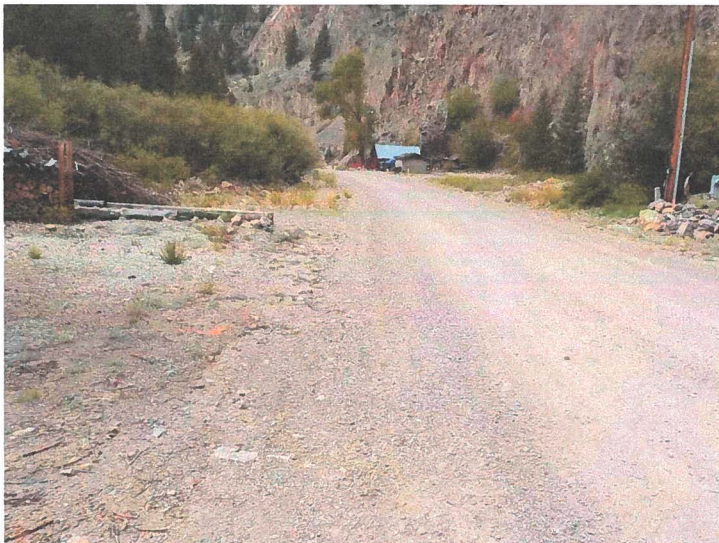
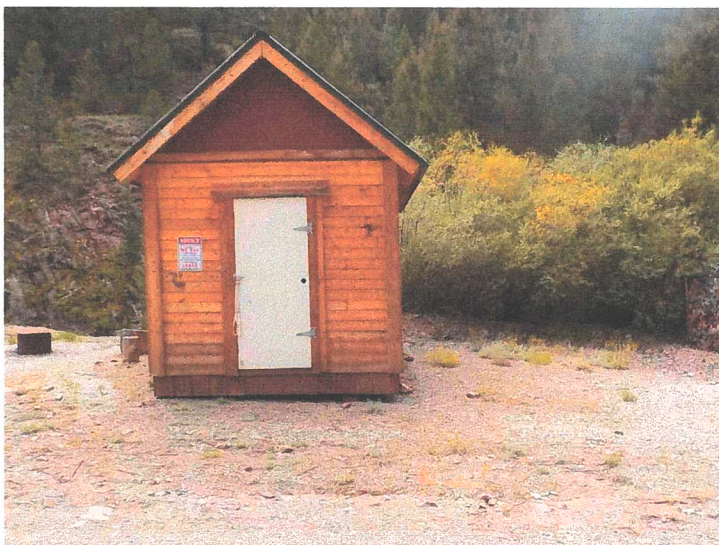
25x43 Lot

Subject Photo Page

Borrower	None						
Property Address	Tracts On Forest Service Rd 502						
City	Creede	County	Mineral	State	CO	Zip Code	81130
Lender/Client	Todd Mayer						

**25x43 Lot Facing South**

Tracts On Forest Service Rd 502
 Sales Price N/A
 Gross Living Area 2,794
 Total Rooms 8
 Total Bedrooms 3
 Total Bathrooms 3.1
 Location N;Res;
 View Historic/Residential
 Site 35.02 ac
 Quality Q2
 Age 14

**25x43 Street Frontage****25x43 Encroaching Shed**

Comparable Photo Page

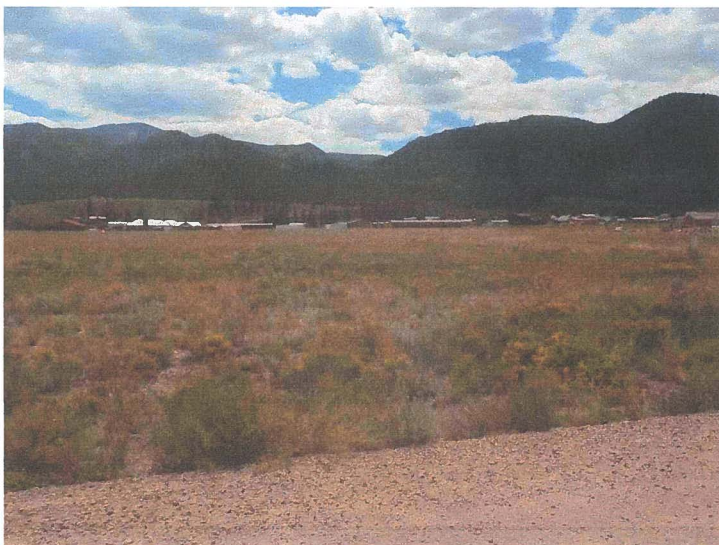
Borrower	None						
Property Address	Tracts On Forest Service Rd 502						
City	Creede	County	Mineral	State	CO	Zip Code	81130
Lender/Client	Todd Mayer						

**Comparable 1**

Lots 37 - 42 Blk 49 S Creede
 Prox. to Subject 1.32 miles S
 Sale Price 45,000

**Comparable 2**

Lot 8 Blk C Creede Haven #2
 Prox. to Subject 3.09 miles S
 Sale Price 35,000

**Comparable 3**

Lot 7 Blk G Creede Haven #2
 Prox. to Subject 3.11 miles S
 Sale Price 40,000

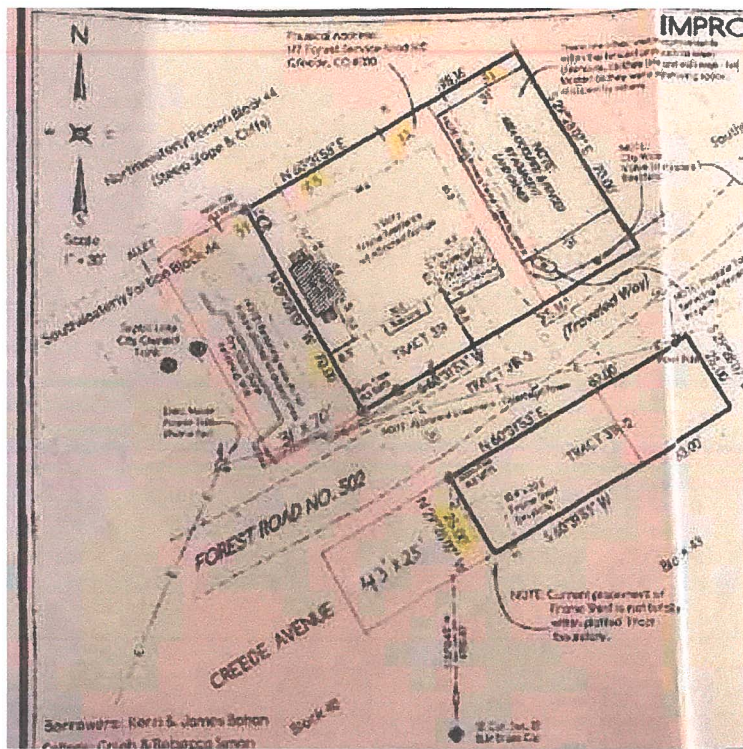
Comparable Photo Page

Borrower	None						
Property Address	Tracts On Forest Service Rd 502						
City	Creede	County	Mineral	State	CO	Zip Code	81130
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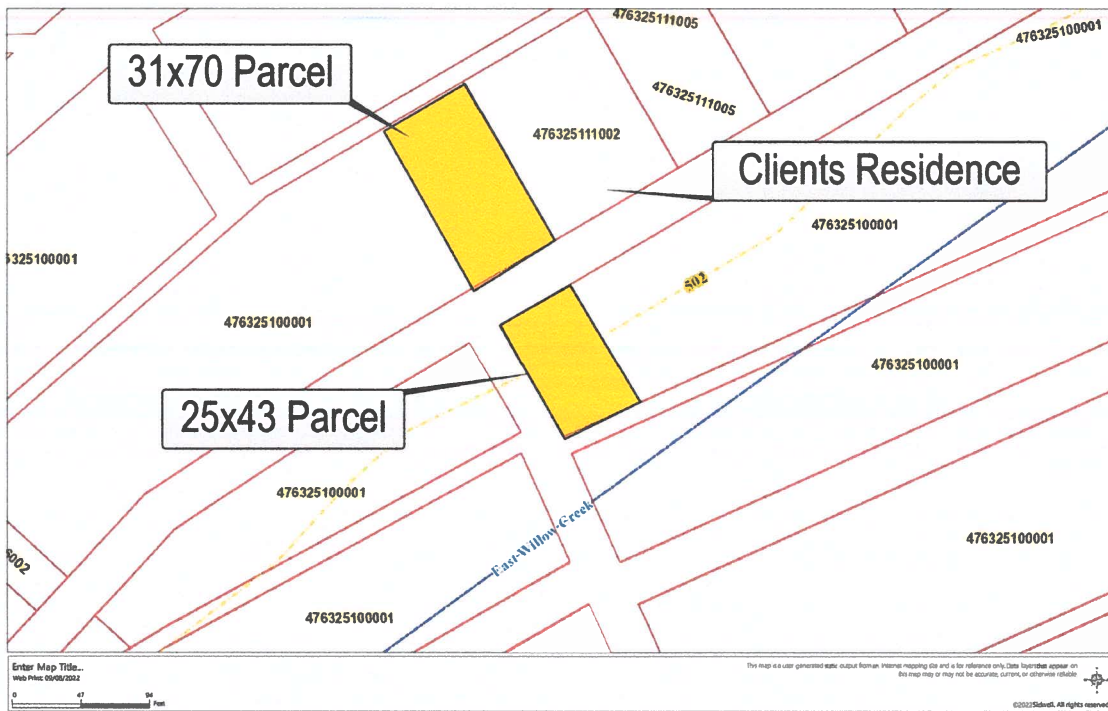


Comparable 4

Lots 6 & 7 Blk 17 S Creede
Prox. to Subject 1.12 miles S
Sale Price 65,000



Plat



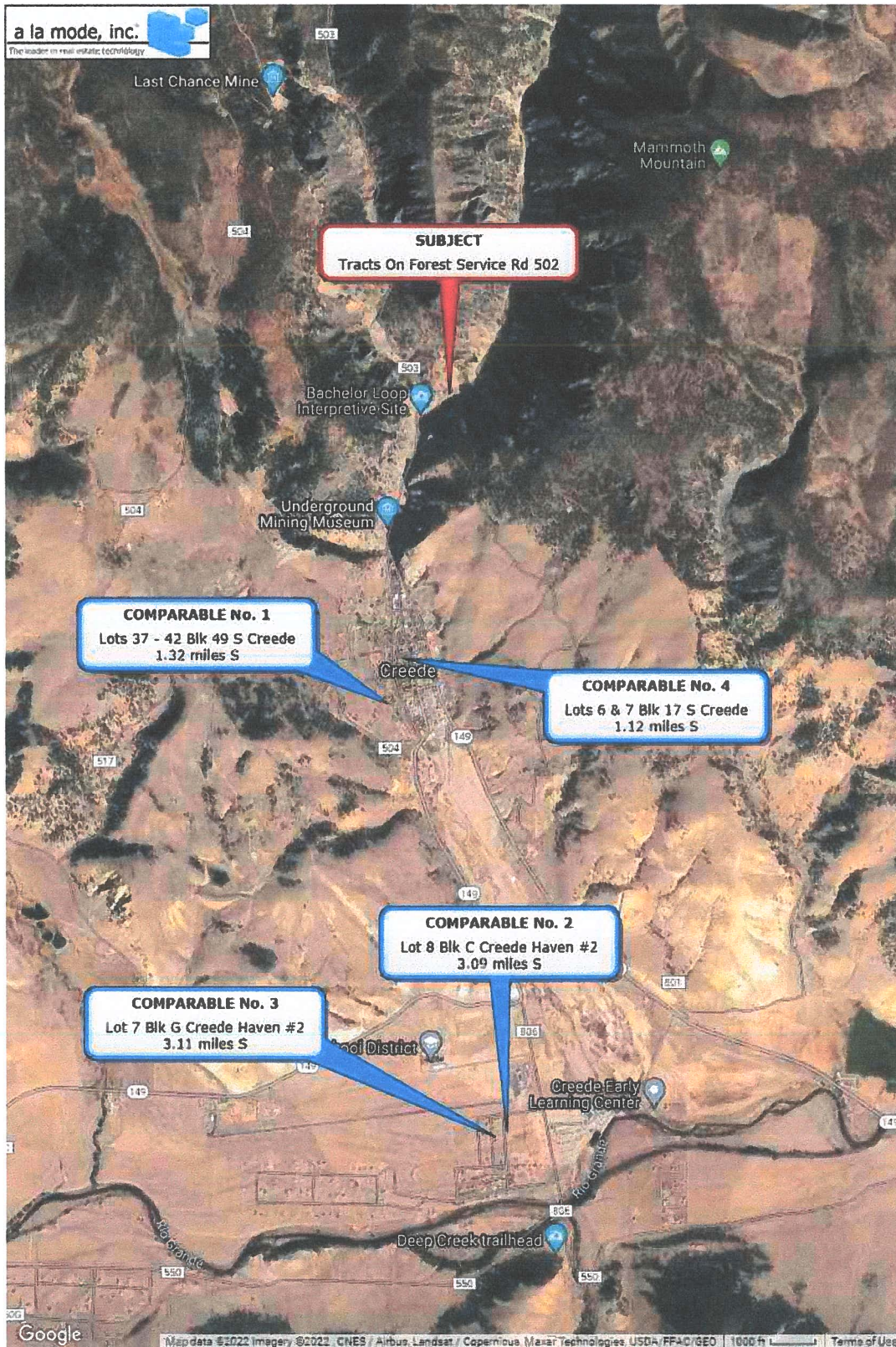
Location Map

Borrower	None						
Property Address	Tracts On Forest Service Rd 502						
City	Creede	County	Mineral	State	CO	Zip Code	81130
Lender/Client	Todd Mayer						



Location Map


Borrower	None						
Property Address	Tracts On Forest Service Rd 502						
City	Creede	County	Mineral	State	CO	Zip Code	81130
Lender/Client	Todd Mayer						



License

Eric James Cook
15079 US Highway 160
Dell Norte, CO 81132

State of Colorado
Department of Regulatory Agencies
Division of Real Estate



Board of Real Estate Appraisers

Marissa Waters
Director: Marissa Waters

Eric James Cook
Certified Residential Appraiser

License #: CR40027231
Status: Active
Expires: 12/31/2023

COPY

For the most up to date information regarding this credential, visit <http://dora.colorado.gov/dre>

E&O

HUDSON INSURANCE COMPANY
 100 William Street, 5th Floor
 New York, NY 10038



**REAL ESTATE APPRAISERS ERRORS AND OMISSIONS INSURANCE
 POLICY DECLARATIONS**

NOTICE: THIS IS A "CLAIMS MADE AND REPORTED" POLICY. THIS POLICY REQUIRES THAT A CLAIM BE MADE AGAINST THE INSURED DURING THE POLICY PERIOD AND REPORTED TO THE INSURER, IN WRITING, DURING THE POLICY PERIOD OR AUTOMATIC EXTENDED REPORTING PERIOD.

THIS POLICY MAY CONTAIN PROVISIONS WHICH LIMIT THE AMOUNT OF CLAIM EXPENSES THE INSURER IS RESPONSIBLE TO PAY IN CONNECTION WITH CLAIMS. CLAIM EXPENSES SHALL BE SUBJECT TO ANY DEDUCTIBLE AMOUNT. THE PAYMENT OF CLAIM EXPENSES WILL REDUCE THE LIMITS OF LIABILITY STATED IN ITEM 4. OF THE DECLARATIONS. PLEASE READ YOUR POLICY CAREFULLY.

PLEASE READ THIS POLICY CAREFULLY.

- Policy Number:** PRA-2AX-1005515 **Renewal of:**
- 1. Named Insured:** Eric J Cook
- 2. Address:** 15079 US Highway 160
Del Norte, CO 81132
- 3. Policy Period:** **From:** November 8, 2021 **To:** November 8, 2022
 12:01 A.M. Standard Time at the address of the **Named Insured** as stated in Number 2 above
- | | | |
|--|-----------------------|-----------------------|
| 4. Limit of Liability | Each Claim | Policy Aggregate |
| Damages Limit of Liability | A. <u>\$1,000,000</u> | B. <u>\$1,000,000</u> |
| Claims Expense Limit of Liability | C. <u>\$1,000,000</u> | D. <u>\$1,000,000</u> |
- 5. Deductible (Inclusive of Claims Expenses):**
- | | | | |
|---------------------------|-------------------|--------------------------------|------------------|
| 5A. \$ 500 | Each Claim | 5B. \$ 1,000 | Aggregate |
| 6. Policy Premium: | <u>\$515.00</u> | State Taxes/Surcharges: | <u>\$0.00</u> |
- 7. Retroactive Date:** November 8, 2011
- 8. Notice to Company:** Notice of a **Claim** or **Potential Claim** should be sent to:
 Hudson Insurance Group
 100 William Street, 5th Floor
 New York, NY 10038
 Fax: 646-216-3786
 Email: hudsonclaims300@hudsoninsgroup.com
 On weekends or holidays: 866-546-3981 (Toll Free)
- 9. A. Program Administrator:** Riverton Insurance Agency Corp.
 OREP- Organization of Real Estate Professionals
B. Agent/Broker: Insurance Services

IN WITNESS WHEREOF, We have caused this policy to be executed by our President and our Corporate Secretary at New York, New York

President

Secretary

<p>FROM: Eric J Cook Accurate Appraisal Partners PO Box 41 Del Norte, CO 81132-9714 aapartners@qwestoffice.net Telephone Number: (719) 657-2769 Fax Number:</p>	<h2 style="margin: 0;">INVOICE</h2> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="text-align: center;">INVOICE NUMBER</td></tr> <tr><td style="text-align: center;">4691-09-2022 Mayer</td></tr> <tr><td style="text-align: center;">DATE</td></tr> <tr><td style="text-align: center;">09/01/2022</td></tr> <tr><td style="text-align: center;">REFERENCE</td></tr> <tr><td style="text-align: center;">Internal Order #:</td></tr> <tr><td style="text-align: center;">Lender Case #:</td></tr> <tr><td style="text-align: center;">Client File #:</td></tr> <tr><td style="text-align: center;">Main File # on form: TBD FSRD 502</td></tr> <tr><td style="text-align: center;">Other File # on form: Mayer 001</td></tr> <tr><td style="text-align: center;">Federal Tax ID:</td></tr> <tr><td style="text-align: center;">Employer ID:</td></tr> </table>	INVOICE NUMBER	4691-09-2022 Mayer	DATE	09/01/2022	REFERENCE	Internal Order #:	Lender Case #:	Client File #:	Main File # on form: TBD FSRD 502	Other File # on form: Mayer 001	Federal Tax ID:	Employer ID:
INVOICE NUMBER													
4691-09-2022 Mayer													
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Internal Order #:													
Lender Case #:													
Client File #:													
Main File # on form: TBD FSRD 502													
Other File # on form: Mayer 001													
Federal Tax ID:													
Employer ID:													
<p>TO: Todd Mayer 177 Forest Service Road 502 Creede, CO 81130</p> <p>Telephone Number: Fax Number: Alternate Number: E-Mail:</p>													
<p>Per market data of local sales. The cost per square foot is \$4.46.</p>													
DESCRIPTION													
<p>Lender: Todd Mayer Client: Todd Mayer Purchaser/Borrower: None Property Address: Tracts On Forest Service Rd 502 City: Creede State: CO Zip: 81130 County: Mineral Legal Description: TBD Block 44 and TBD Block 43 North Creede</p>													
FEES													
	AMOUNT												
Land Value	500.00												
SUBTOTAL	500.00												
PAYMENTS													
	AMOUNT												
Check #: Date: Description: Paid By Check	500.00												
Check #: Date: Description:													
Check #: Date: Description:													
SUBTOTAL	500												
TOTAL DUE	\$ 0.00												
<p>*****Due upon receipt *****</p>													

HOLLY R WILSON

422 Ridge Dr.
Creede, CO 81130
719.849.0858
hollywilson74@gmail.com

April 30, 2023

City of Creede
Attn: Louis Fineberg, Town Manager

RE: Clerk/Treasurer

Hello Louis,

Dana Brink told me about your opening for a new Clerk/Treasurer, and she suggested I apply.

I am a self-motivated and progress-driven person with an extensive background in office management. I believe my previous experience with the Creede School District greatly parallels the City Clerk position. I see many resemblances between the two jobs and I believe I will bring value to the City of Creede.

In my Administrative Assistant position with Creede School District, I handled tasks very similar to what you outlined in your job ad. With my ability to learn, I know I can quickly close any knowledge gaps to become an asset to your team.

I have effective problem solving skills and the motivation to take on challenging work. I am confident that I have the drive, knowledge and experience you need.

I am a dependable asset to any team, always punctual and determined to get the job done. I never waiver in my contribution to my team as I am always ready to help out my co-workers to achieve the end result. Being highly organized and detail-oriented makes it easier to manage my own time for the success of the team.

I've attached my resume for further details and references.
It would be a pleasure to speak with you and discuss this opportunity with the City of Creede.

I look forward to hearing from you.

Sincerely,
Holly R Wilson

Holly R Wilson

422 Ridge Dr.
Creede, CO 81130
719.849.0858
hollywilson74@gmail.com

SKILLS

Administrative, Supervision & Leadership, Professional and Mature, Reliable & Trustworthy, Critical Thinking, Troubleshooting, Computer, Data Entry & Management, File & Data Retrieval Systems, Document Editing, Scanning & Copying, Event Coordination, Accounts Payable & Receivable

EXPERIENCE

EXIT Silver Thread Realty, South Fork, CO - *Office Admin*

DEC 2022 - PRESENT

- Pleasantly welcomes visitors and maintains the front reception desk.
- Answer phone calls and emails to provide information, resulting in effective business correspondence related to real estate.
- Creates content for informational handouts and advertisements.
- Currently taking classes to obtain my real estate broker license in the fall of 2023.

Creede School District, Creede, CO - *Administrative Assistant*

JULY 2010 - APRIL 2022

- Registrar: Handled confidential information regarding students carefully and with discretion. Maintained student records. Maintained student transfer requests and withdrawal approval files.
- Human Resource: Employment records, CBI/FBI background checks on new employees.
- Supervised the receptionist.
- Supported teachers, staff and students.
- Compiled data and submitted files to Colorado Dept of Education.
- Stayed familiar with CDE regulations & guidelines and Creede School Policies & handbook.
- Athletic Director from 2014-2017
- Designated Election Official for Board of Education Elections
- Board of Education Clerk
- Managed and maintained the Student Information System.
- Bookkeeper for two fund accounts.
- Purchased all supplies needed for the District.
- Some experience with website management.
- Resolved issues with parents using active listening skills to de-escalate difficult situations.
- Communicated with parents, teachers and members of the public with patient demeanor.
- Managed multiple calendars and meeting preparation.
- Kept office equipment functional and supplies well-stocked to promote efficient operations.

REFERENCES

Buck Stroh, Previous Superintendent, CSD

719.850.1287

buckstro@gmail.com

Perry Beltrame, Instructor, CSD

719.658.0628

perry@creedek12.net

Tara Hardy, Director, Silver Thread Health District

970.819.1028

tara@silverthreadphd.org

Michele LaZier, Instructor, CSD

719.849.3156

michele@creedek12.net



JOSEIE BIELENBERG

OFFICE PERSONNEL / HEALTH AIDE

Profile

I am a qualified and professional office manager / health aide with fourteen years of experience in administration and organizational skills. I am a team player with an eye for detail. As well as a self driven independent worker who completes a task without guidance.

EXPERIENCE

HEALTH AIDE / FRONT OFFICE

New Vision Charter School

2021 - Present

- Managed over 20 students with life threatening health issues
- Administered daily medicine for 2 pediatric diabetic students
- Delegated office staff in emergency situations
- Oversaw 400+ students and staff with health concerns and memos

OFFICE MANAGER

Two Brothers Electric

2014 - 2021

- Managed 10 employees with hiring paperwork, scheduling, insurance, and paychecks
- Organized QuickBooks and inputted data so that invoicing contractors went smoothly
- Maintained an organized office that multiple owners could navigate

MANAGER


Cleaning Authority

2009 - 2012

- Managed 20+ employees and their cleaning schedules
- Orchestrated customers schedules with cleaning schedules

 970-776-6114

 JMae343@gmail.com

 109 Bluff Dr. Creede, CO 81130

 343 Limber Pl. Loveland, CO 80538

EDUCATION

SECONDARY SCHOOL

Loveland High School
2003 - 2007

COLLEGE EDUCATION

Front Range Community College
2007 - 2009

IBMC

2012 - 2014

National American University
2022 - 2023

SKILLS

- Quickbooks knowledge
- Microsoft Training
- CPR/ First Aid / AED
- Infinite Campus Training
- Problem-Solving
- Computer Literacy
- Strong Communication
- Organizationally Competent
- Strong Team Player or Independent Worker

REFERENCES:

1. Kara Wakely - Co Worker (715) 360 - 4676 or kwakely@newvisioncharterschool.org
2. Janelle Osborne - Co Worker (970) 420 - 7841 or josborne@newvisioncharterschool.org
3. Alyson Amtman – Personal (708) 846 - 4912 or Aamtman@gmail.com

May 11, 2023

City of Creede

Attn: Louis Fineberg, Town Manager

Creede, CO 81130

RE: Full Time Town Clerk / Treasurer for the City of Creede

Greetings! I came across your open position and wanted to share my interest in the position. I have included my resume for your review. I would like to tell you a little about myself. I have done this exact same work in another small spot down the road for over 20 years. Learned a ton of stuff working in this position as it holds numerous hats. I was the Town Clerk / Treasurer for the Town of South Fork, and although we incorporated a little differently, I was charged with all of the same duties along with several more during my time there. I served as Town Manager several times in the absence of having one, Land Use and Development Administrator to name a few, along with my regular statutory duties. I was born and raised in Creede, and graduated from Creede High School.

I acted as an ambassador for the community, while serving the local constituents as well as numerous outside agencies whom became affiliated with us for one cause or another. It was a great experience that allowed me to grow and learn several different disciplines that most people would never be lucky enough to ever learn. I have obtained a lot of experience during my tenor as Town Clerk / Treasurer and would love to put all of my expertise to work for you. I have worked with most of the same people you all work with in your circle daily. I have made wonderful contacts along the way, but used still used a lot of the same entities that you all use. I am very comfortable in this field and look forward to hearing from you.

I noticed you mentioned that you want your candidate to obtain their CMC designation, and with that I have no problem doing. I wanted to make you aware that I was able to attend and begin work towards that designation one time in Boulder at the week-long training, however my Board felt it was not an expense they wished to carry after that first year, and it became impossible for me to take the time to attend as most of the time I was their only staffing. Without the support of my Board, I was forced to put completing that designation on hold until such time as I could finish. That time never seemed to come, so I learned on my own and made contacts along the way to help out with questions and problems. I would love the opportunity to actually, formally finish and received my designation.

I appreciate the opportunity to apply for this position and your consideration. Please let me know should you have any questions or wish to discuss this further. Thank you.

Respectfully submitted,



Sharon Fairchild

80 Deer Horn Dr.

Del Norte, CO 81132

719-850-1447

Sharon L. Fairchild

0080 Deer Horn Del Norte, CO 81132

(719) 850-1447

sfairchild5653@gmail.com

Summary of Qualifications

Diligent Professional with 20 plus years' experience working in the public sector, proficient in managing and administering programs; performing multiple tasks and managing all aspects of a project; making assessments and decisions on situations that arise on a daily basis; motivating team members, employers and clients to accomplish given tasks and goals in compliance with program standards; planning, coordinating, prioritizing, monitoring and implementing best practices; effective written and verbal communication; data collection and reporting; writing, negotiating and monitoring contract(s); problem solving and critical thinking; working effectively with a diverse range of individuals; maintaining confidentiality; prioritizing goals and objectives; working in high stress situations; working independently; conducting research and proficiency with automation software and databases. Ability to maintain open communications; anticipate and evaluate the impact of rules and procedures; speak in public and educate or network with others on behalf of program(s); train, delegate, assign work, supervise and evaluate personnel; remember a great volume of detailed information; apply relevant policies and procedures to assigned work; and perform and manage program services effectively under the pressure of time constraints, adversarial settings and in emotionally charged situations.

Technical Skills

Operating Systems: Microsoft Windows, IOS

Software: Microsoft Word, Microsoft Works, Microsoft PowerPoint, Microsoft Excel, Microsoft Outlook, Microsoft Access, Microsoft Publisher, Microsoft OneNote, Adobe Photoshop, Adobe PDF, Internet Explorer, Mozilla Firefox, Safari, Google Chrome, Sage Real Estate & Construction Software (Timberline), Egnyte

Office Machines: Xerox, shredders, multiline phones, scanners, printers, fax, ten key and multi-function printers

Experience

Central Pump Company, LLC

October 2021 to present

Acct. Payable. Accts Receivable. HR Bank reconciliation, Credit card reconciliation. Invoicing and job tracking, Customer service and sales

General support for Office and other staff and all clerical duties.

Administrative Assistant for One year and was recently promoted to Administrator and have been doing that position approximately 4 months.

Tri County Senior Citizens and Housing, Inc.

July 2020 – October 2021

Provide support to the Director and have been selected to be her replacement upon retirement in 90 days. I maintain a 32 unit elderly Independent Living facility, maintain communications with the governing board, bookkeeping, and management of staff and organization of all aspects of facility. I currently am responsible for all Accounts Payable and Payroll functions for this organization. Participate and provide documentation for the required financial Audit each fiscal year. Must maintain audits and compliance of the same for all HUD and CHFA requirements, financial, forms and compliance to HUD standards for subsidized housing.

Administrative Assistant

Proximity Malt, LLC

June 2017 to October 2019

Provided support to other functions within our organization. Responsible for receiving orders, replenishing supplies and equipment for daily operations and safety supplies for the plant. Provided HR support and a liaison between digital HR system and plant staff members during onboarding, payroll, and benefit issues throughout employment. All bookkeeping was handled at our main branch in Milwaukee, WI, but it was my responsibility to collect invoice, get regional manager approval, Code expenses and relay that information accurately to our Staff Accountant in Milwaukee, WI, also report payroll, PTO requests, and disputes bi-weekly to the same. I was the first line of communication to all visiting the plant and directing them or educating them about our organization to include plant tours. Before my position laterally moved, I was responsible for booking truck transportation for our product shipment, to include generation of paperwork (BOL), and tracking missing loads.

Project Administrative Assistant

Blackstone Industrial Services

June 2016 – June 2017 Monte Vista, CO Area

On a 38 million dollar job. My job requires me to track, coordinate, and navigate all drawings, RFIS, submittals, and misc. correspondence between Project Managers, subcontractors, engineers, and vendors. I upload and maintain project files serving site, Egnyte, which included every facet of the construction project. I am responsible for all record keeping for my jobsite, payroll timesheets, HR, workers comp admin, credit card and charge account actions, daily reports from all subcontractors, personnel onsite, and meeting notes. I organize and maintain jobsite office for over 20 co-workers and coordinate job startup; maintain current drawings, cost codes, services, provide administrative support of subcontractors' onsite jobsite personnel. Document controls; entered into Contract Management (Sage Construction & Real Estate Software) all RFIs, submittals, drawings, and meeting minutes. Tracked and posted all of the same onto Egnyte (cloud) for jobsite correspondence between, engineers, subcontractors, and LMC employees. Organized and secured on site services, such as rolloffs, rentals, and maintenance.

San Luis Valley Board of Cooperative Educational Services (BOCES) Alamosa, CO

Human Resource/ Payroll and Accounts Payable Specialist

2014-2015

- *Under the direct supervision of the Executive Director of Special Education received, processed and issued warrants for all Accounts Payable transactions. I processed between 150 to 200 accounts payable transactions every two weeks.
- *Processed payroll for approximately 120-150 employees on a monthly basis
- *Attended bi-monthly meetings
- *Prepared all meeting packets and board minutes for the Board of Directors
- *Prepared quarterly State and Federal payroll tax reporting and reconciled all accounts
- *Prepared letters of employment and employment contracts annually for all staff members
- *Acted as benefits and Workers Compensation administrator by advising employees and preparation of necessary documentation
- *Participated in the required annual audit of financial records at the end of the fiscal year

Town of South Fork South Fork, CO

Multiple Positions Completed Simultaneously, as needed

1996-2014

- Municipal Court Clerk 1996-2014
- License Compliance Clerk 1996-2014
- Building Inspection Administrative Staff Member 1996-2014
- Police Officer Dispatcher 1996-2008
- Human Resource Officer 1998-2014
- Town Clerk 1998-2014
- Payroll Clerk / Acct. Payable & Accts. Receivable – approximately 20 years
- Benefits Administrator
- Election Official 1998-2014
- Town Treasurer 1998-2014
- Interim Land Use Administrator 2010-2011
- Interim Town Manager several times during employment
- Budget Officer
- Ambassador for the Town
- Began Work on Paralegal Certificate
- Compliance with Colorado Revised Statutes Various levels

- *Under direct supervision of the Town Board of Trustees administer, coordinate, and direct the duties of Town Clerk subject in accordance with the Colorado Revised Status, Town Ordinances and Administrative Policies
- *Manage issuance of licenses, permits, liquor licenses, custodian of records, and various insurance policies
- Support Board of Trustees with scheduling, agenda, minutes, drafting of ordinances and resolutions
- *Coordinate and supervise outside contractors
- *Assist with the preparation of annual budgets
- *Maintain financial accounting software
- *Review invoices and prepare bills for payment
- *Manage deposit accounts and maintain records for annual financial audits
- *Prepare payroll, quarterly State and Federal reporting, accounts payable and reconcile accounts (approximately 20 years)
- *Administer grants, financial reporting, and applications
- *Maintain compliance with budget requirements and internal control policies
- *Hire and supervise outside resources
- *Assist in updating and revision of the Land Use and Development Code
- *Assist Planning and Zoning Commission in applying the code to application
- *Administer and organize subdivision development projects
- *Completed Payroll and Accounts Payable Warrants Bi Weekly for entire Town functions
- *created ballots, followed regulations for nomination process, and performed duties set for in C.R.S. Election Code
- *Researched C.R.S. and other legal research to create resolution, ordinances, policies, procedures and implementation of the same
- *Maintained communication with the Town and outside State, Federal and Local agencies as a liaison for compliance and ease of daily operations
- *Maintained an Emergency Operation headquarters as Communications Officer and Post during two natural wildland fires that threatened the Town, also accessing funding sources for those affected by the disaster and reverse 911 to get citizens to safety shelters.
- *Event Coordinator and Staffing

Volunteer Experience and Organizations

South Fork Kiwanis South Fork, CO
Honorary Member
2000-present Ongoing

*Participated with annual Free Thanksgiving Dinner for all of the Community. Maintained and was cooking staff and preparation for entire meal serving upwards of 700 citizens some years.

Carnegie Public Library South Fork, CO
Volunteer
Ongoing

*ADD SPECIFIC INFO ABOUT WHAT YOU DO

Academics

Creede High School Creede, Co time High School Diploma Salutatorian 1988-1989	Colorado Mountain College Glenwood Springs, CO Business Management 1 Year Completed- No Degree Awarded 2014	Various Training Opportunities per job at the time
---	--	--

Additional Qualifications

- *Knowledgeable in: ADA, ADEA, FMLA, FLSA, Title VII, Equal Pay Act, Pregnancy Discrimination Act, Workers Compensation, and other general civil and human rights.
- *Adams State University Principles of Accounting 12 Credit Hours, 1999
- *Colorado Government Finance Officers Association, Cont. Pro. Education Intermediate Acc., 1999
- *University of Boulder Colorado institute for Municipal Clerks, 2001
- *Texas Tech University Gov. Accounting, Reporting and Audit Training, 2004
- *Active Member of the Colorado Municipal Clerks Association, 1996-present
- *Active Member of the International Institute of Municipal Clerks, 1996-present
- *Active Public Notary Seal, 1996-present
- *Harris School Solutions APTA Fund Actg. Software Training, 2015
- *Introductory School District Accounting, 2015
- *Ongoing work towards Paralegal Certificate
- *Ongoing HR Certification
- *Attended CMCA training(s)

**PUBLIC WORKS DEPARTMENT
STAFF REPORT
May 2023**

Streets:

- Performed grading/added road base to W. 3rd Street (Dead End/Steep Hill), Helfin Lane & alley, Silver Drive, USFS Rd 503 (West Willow), USFS Rd 502 (East Willow), and the parking lots at Town Hall and the Chamber of Commerce Visitor's Center.
- Filled in potholes on W. 6th Street
- Took 4 traffic barricades up to Silver Dr. for a resident to cut down a tree near the road. Picked them up upon completion
- Checked for fallen tree branches, etc. after high winds, removed as necessary, and straightened street signs and/or posts as needed

Water System:

- Installed packing on Booster pump #1, and replaced all packing on Booster pump #2 at the WTP
- Replaced the filter, band on drip line up at North Creede WTP
- Tried again to make the repair to the fire hydrant on E.6th Street at La Garita, but will need to reschedule due to frozen water in the unit itself
- Fabricated a locking security gate for on the ladders at the Upper and Lower Water Storage Tanks
- Turned water on as requested at 210 E. 8th St.
- Performed a water meter pit installation inspection at 107 W. 10 ½ Street (Kraybill) by Weaver's Level Best
- Responded/marked CO 1 Calls when received
- Performed water meter readings at 3 required locations in the City
- Performed water sampling as required by CDPHE throughout the Water System
- Replaced a 55-gallon drum of Sodium Hypochlorite at the WTP
- Continued to work with ORC Fred Hand on the requirements set forth by the CDPHE and meeting those requirements on a timely basis

Wastewater System:

- Located and exposed a buried (15") manhole (AG-1) on Loma Ave. Triangulated its location for the GIS
- Vacuumed out and reviewed the proper operation of the aerator valves at the WWTF. Turned on/off each valve at all branch lines of cell #1 & cell #2. Noted which valves need replaced and/or repaired. Replaced 3 of the 6" clean out caps
- Weaver's Level Best jet cleaned and camera evaluated the sewer line going up to N. Creede from the West Willow Bridge location. There were "dips" in the line in both directions and the line was frozen in areas. A location of the line approximately 200' upstream was also marked for another potential cleanout and view port to be installed in the future.
- Repositioned some of the erosion blankets in the right of way on the hill below Capital Ave

**PUBLIC WORKS DEPARTMENT
STAFF REPORT
May 2023**

- Cleaned the SCADA cabinet inlet lines at the WWTP Effluent station, and calibrated the system
- Discontinued Chlorinating and Dechlorinating at the Effluent Chamber on Thursday 4/13/23.
- Continued to take Zinc & Cadmium wastewater samples at (4) manhole locations throughout the City for comparison to previous readings prior to the Phase 1 Sewer Upgrade project.
- Performed weekly wastewater sample studies at the WWTP as required by the CDPHE
- Responded/marked CO 1 Calls when received
- Continued to meet with ORC (Operator Responsibly in Charge) Water/Waste Water Operator Fred Hand to discuss general functions and operations of the Water and Wastewater treatment systems, verifying that all samples are being submitted in a timely and correct manner
- Continued to manually perform daily flow, temp. and Ph readings, as well as with the SCADA system, as required by the CDPHE
- Began the application of the BioScrubber PBII to the Northern most section of the WW system, and at the lagoons in order to aid in reducing any buildup of grease, fats, and oils, and to help reduce the Total Ammonia levels

Water & Wastewater Projects:

- 1) Scott continues to meet with GMS Engineering to finalize the Phase 3 sewer upgrade project. The phase 3 has shifted to replace the sewer lines along/under Highway 149 in the city limits as CDOT is scheduling to repave HWY 149 in 2024. A plan has been developed, and GMS will be providing project plans and the request for proposals/bid advertising by the end of May. The project is scheduled to start the second week in July of 2023.

Storm Water:

- Removed large rocks from in the flume (near end of Cliff St. and E. 1st Street)
- Investigated the culvert pipe at bottom of gravel parking lot down near E. 5th Street and found that it intersects the existing culvert pipe on Loma in front of house #403
- Evaluated and cleaned ditch lines and/or culverts as needed

Equipment/Assets:

- Changed oil in the '04 Cherokee
- Replaced a hydraulic hose on the backhoe for the front clam shell bucket
- Changed the plow blades on the road grader
- The 2003 International VacCon Vac/Jet truck (with Williams Equipment) was delivered, and unfortunately there was an issue with the engine upon receipt. Scott worked with Williams Equipment and drove it to a diesel repair shop in Monte Vista

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for diagnosis. It appears that the motor will need to be rebuilt and plans were made by Williams Equipment to have it towed to the International Dealer in Pueblo for final review and repair.

- Removed the plow from the 4-wheeler in preparation for dragging the infield at Hargrave's Park
- Performed a service on A. Augur's bobcat in lieu of rental costs for its use on the Sieme Park walking trail repairs last year
- Greased the loader and backhoe as needed

Parks & Buildings:

- The remaining electrical hookup and inspection was completed for the Town Hall Generac backup Generator. MV Coop installed the new propane gas line and upgraded the propane tank to a new 500 gallon tank. Commissioning of the generator took place on Thursday 4/27 at 12:00. All went fine and it is now online permanently. (The PW crew dug and backfilled the gas line ditch to save time and money on this part of the project)
- Put soccer goals together for the start of the season
- Scott met with Avery Augur and Mason Jim Butler to review the stone on the arched seat wall at Sieme Park. Estimates for removing the old and installing a new stone face around it will be submitted in the near future.
- Removed electrical extension from outlet in northern portion of hallway at Rec Center and made it a single outlet for safety reasons. Also filled in/patched all the holes on the wall of same hallway.
- New Christmas decorations were removed from the delivery pallet and were put into storage in the attic of Town Hall
- Scott submitted a cost estimate and a brief report to Louis on the installation of a new roof at the Chamber of Commerce Visitor's Center. The RFP's (Request for Proposals) will be presented to the Board for vote/award once advertised and quotes are received.
- Installed a pulley system for the raft storage in the gym at the Rec Center
- Mounted solar powered lights at the warming shed up at the hockey ponds, as well as a general cleanup of the area
- Cleaned all light lenses at Town Hall building, Hargrave's and Basham Park restroom facilities. Replaced bulbs as needed
- Painted the interior of the entrance doors at Hargrave's Park
- Continued to clean Basham Park and the REC Center restroom facilities

Projects/Upcoming Projects:

1. Louis and Scott met with Rentricity via zoom meetings on the Micro-Hydro Project. This project construction start date has not been officially established at this time, but it is moving forward presently. More info to come....

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2. RMS Utilities finished the post construction camera evaluations of the new sewer pipe installed on the Phase 2 Sewer Upgrade Project. SGM will provide an update on the review of the camera evaluations presented. Finalization of the project is scheduled to be in May.
3. GMS has continued to work with Scott, Louis, and CDOT on the Main Street sidewalk safety project (crosswalks and sidewalk ramp upgrades from Wall Street up to N. 1st Street), and CDOT's "Revitalizing Main Streets" grant. Efforts made to combine these 2 projects were successful and this project is scheduled to begin possibly in 2024. (Sewer upgrades (Phase 4) will need to start in early April of 2024 in order for completion prior to the Main Street project starting)
4. The New Public Works Complex/Town Hall Building project- Louis had applied for grant funding for the design work. We are hoping to get a positive response back for this funding grant by June. Potential for the PW Complex to be at the City-owned property, where MDS is presently located, is up in the air at this particular moment. (The Board is working with Rick Samson on the status of this property and/or updating an agreement with this company.)
5. The New Entrance to Rec Center-preliminary drawings have begun and comments/recommendations by staff members were submitted. Drawings will need to be edited as per the comments/recommendations. Once a final design has been completed, hopefully this project can move into the construction phase soon thereafter, funding dependent.
6. Chamber of Commerce Visitor's Center Roof Replacement- Scott met with Sunset Construction to evaluate the Chamber of Commerce Visitor's Center roof. A quote was provided and Louis will be advertising an RFP (Request for Proposals) on the roof replacement with a new rubber roof. Anticipated proposals to be ready for the June BOT meeting.

Special Events:

- No requests for special event preparations in April

Training/Education:

- Dave and Jim finished Public Works training with Hendrik Shullts on Monday 4/3/23. This was also Hendrik's last day of employment with the city. We wish him well on his future endeavors!

Other:

- **The Part-Time (weekend) Public Works Parks & Buildings Maintenance position still needs to be filled.** The position has been posted and the city is still accepting applications for this position. Encourage those that you know and will be an asset to the Public Works team to apply!

Creede Parks and Recreation Director's Report
Kathryn Ash
May 12, 2023

Gym Programs

- Yoga
- Chair Yoga
- Spin
- Tots Gym
- Archery Open Gym
- Basketball Open Gym

Kids Activities

- After School Activities
- Soccer

Teen GOCO Activities

- Teen Night
- Book Club
- Soccer

- There has been a slight drop off in gym attendance due to the nicer weather, but once summer people come into town we will be in full swing.
- Summer Camps start the week of May 22.
- All three of our soccer teams are contending for 1st place in the valley rec league
- Pickleball begins next week Mon / Wed / Friday 9 am -12 pm
- There has been a slight change in the lighting project (a few more lights needed to be included) and we are waiting on approval from the COG in order to continue work.
- I have submitted for this years GOCO Gen Wild money which should be coming in next week at which point we will be able to start using they money for our outdoor programing.

Clerk's Office Staff Report

Liquor Licensing/Events/Permits

Liquor License/Events/Permits:

Clerk's Office received and reviewed the following Special Event Permits applications from Headwaters Alliance and CRT; Art Gallery Permit application by Rare Things; Parade Permit Applications by San Juan Sports and the Creede Farmers Market. The following applications were approved at the Regular Meeting on May 2nd, 2023.

Once the applications were approved, Clerk and Deputy Clerk entered dates into shared Google Calendar as well as depositing checks associated with each event. The events were filed into the appropriate folders in the Clerk's Office new file cabinets.

Clerk's Office continues to develop a new Event Permit application. Clerk has been in contact with Rick Samson regarding information to add to the permit to allow alcohol in City parks.

Utilities

Deputy Clerk continues to add customers to ACH as well as change owners/renters/etc. within utility system.

Deputy Clerk to process ACH payments within Utility Software; before close out of monthly period checks with DNB to ensure all deposits have been made and are cohesive within QB & Utility System.

Human Resources

Clerk made deposits into retirement funds.

Clerk prepared CEBT renewal for employees. Discussed plans with Rec Director Ash.

Clerk researching for staff health insurance plan within CEBT that best benefit staff member.

Financials

Payroll:

City Clerk prepared payroll for Board of Trustees, city employees, and recreation instructors. City Clerk implemented process to ensure efficiency and proper fund allocations for payroll.

Financial Reports:

Clerk worked with the Quickbooks Budget to Actual report to create a report that was more understandable.

Clerk continues to prepare financial reports for the month.

Accounts Payable:

Invoices were processed at the beginning of the month and will be processed again in this month of May.

Clerk continues to prepare 2023 quarterly Budget to Actual Report.

Clerk successful in paying loan funds via wire transfer.

Accounts Receivable:

Utility bills were created and mailed at the beginning of the month.

Payments were collected, processed, and deposited.

Worked with Public Works Director to invoice for water shut offs/on.

Projects

Clerk's Office Organization:

Clerk and Deputy Clerk continue to rearrange office for better flow, organization, and aesthetic.

Clerk and Deputy Clerk met to discuss best filing organization. After discussing with Clerks from Salida, Creede Clerk's Office will follow the state record retention policy as a guideline to organize files.

Clerk and Deputy Clerk utilizing filing system discussed above. Continuing to file invoices and all documents properly.

Record Retention:

Clerk's Office work on clearing documents as it lines with state record retention policy.

Water/Sewer Utility Billing Software:

Deputy Clerk continues set up of new utility billing software. Working with IT team and admin for continued training.

2022 Audit:

Clerk & Treasurer continues work in Quickbooks for accountant's review. Audit will be due by June 30th 2023.

Clerk issued May 1st CBI audit: signed agreement as well as reviewed criteria.

Virginia Christensen:

Clerk created binders with all follow-up reporting and grant applications for the April 25th, 2023 funding presentations.

VC Board presented funding recommendation to Board of Trustees. Motion carried in favor of the VC Board recommendations. Clerk prepared checks for applicants. Deputy Clerk prepared Word document attached to each applicant confirming amount being received and check number associated to each.

Town Website:

Deputy Clerk continues to update town website to reflect new projects/news, agendas, minutes, resolutions, ordinances, etc.

Deputy Clerk posted RFQ for City Manager.

Deputy Clerk worked with Rec Director to clean up P&R website page.

Miscellaneous:

Clerk and Deputy Clerk preparing invoices/checks to submit for all DOLA grant reimbursements. Have received requested funds for the CELC from the State and will prepare check for CELC.

Clerk organizing and Deputy Clerk in process of organizing all grants and projects.

Deputy Clerk posted open Clerk & Treasurer position.

Clerk working with the state to file NEU funds.

Deputy Clerk ran May 2nd board meeting; prepared packet and took notes for meeting minutes.

Clerk training Pamela Johnson within QuickBooks as well as other Clerk & Treasurer tasks.