

REGULAR MEETING

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES
 - a. January 8th, 2019 Regular Meeting
- VI. PRESENTATIONS
 - a. Steve Quiller - Ed Hargraves Park Update
 - b. RG & Associates - Rick Goncalves Update
- VII. CONSENT AGENDA
 - a. September 2018 Check Detail Report;
 - b. October 2018 Check Detail Report;
 - c. November 2018 Check Detail Report; and
 - d. December 2018 Check Detail Report.
- VIII. NEW BUSINESS
 - a. Consideration and possible adoption of Ordinance No. - An Ordinance Amending the 'Extended Medical Leave' section of the 'City of Creede Employee Handbook';
 - b. Consideration and possible adoption of Ordinance No. - An Ordinance Amending the City of Creede Municipal Code by Adding 'Chapter 4, Article 4 - Purchasing and Procurement'; and
 - c. Consideration and possible adoption of Resolution # 19-03 - 'Resolution of Annual Designations and 2019 Fee Schedules'.
- IX. OLD BUSINESS
- X. BOARD REPORTS
- XI. MANAGERS REPORT
- XII. EXECUTIVE SESSION
 - a. § 24-6-402(4)(b), C.R.S. - "Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions"; and
 - b. §24-6- 402(4)(a), C.R.S. - "The purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest"
- XIII. ADJOURN

OPEN TO THE PUBLIC

POSTED 2/8/2019

BOARD OF TRUSTEES
CITY OF CREEDE, COLORADO - A TOWN
January 8th, 2019

REGULAR MEETING

The Board of Trustees of the City of Creede – a Town, County of Mineral, State of Colorado, met in regular session in the Creede Town Hall at the hour of 5:30 p.m. There being present at the call of the roll the following persons:

OFFICIALS PRESENT: Lori Dooley, Trustee Wyley, Trustee OConnell, Mayor Larson (by phone),
 Teresa Wall, Trustee Brink, Trustee Freer

Mayor Larson, presiding, declared a quorum present.

Those members of staff also present were as follows:

Louis Fineberg, Manager
Krisen Buchanan, Clerk/Treasurer
Karen Lintott, Attorney

REVIEW AGENDA

No adjustments were made to the agenda. Trustee Wall motioned to approve the agenda as stated, Trustee Dooley Seconded. Trustee Wall acting as Mayor Pro Tem Wall declared the motion carried.

FLUME UPDATE AND CONSIDERATIONS

Rick Goncalves of RG and Associates updated the Board regarding to DOLA grant and CDPHE. Louis and Rick will meet tomorrow to go over the project January 9th. He heard back from CDPHA on the P&A and responded with some comments and confirmed they would be processing it. The were pleased with the rapid response. CDPHE requested higher certification for our operator however, they would recategorize it so our current operator would be able to perform these tasks. Once plan is de-rated it higher certification for our operator will no longer be an issue. Treatment plant improvements still on the list for approval. We've already been approved to go forward on design and engineering project. We are on schedule to get the project rolling this summer. Once we get approval on P&N we can get to design and construction.

Wade Henderson presented to the board about a couple project estimates. This Item did not make it onto the Agenda and Louis Fineberg was out of the room with Karen Lintott, so it was recommended that this topic be revisited during the Managers Report section of the meeting.

CONSENT AGENDA

The consent agenda contained the following items:

- a. Consider December 4th, 2018 Minutes
- b. Update on Accounting Reports

Trustee Dooley motioned to approve the consent agenda and Trustee Wyley Seconded. Vote was unanimous. Trustee Wall acting as Mayor Pro Tem declared the motion carried.

OLD BUSINESS

- a. Snow Removal - Improved Snow Removal in Certain Areas

Trustee Dooley asked Louis Fineberg to rejoin meeting to discuss snow removal. Trustee Freer requested Engineer Wade Henderson to review the concern with the Board. Louis Fineberg informed the Board that we had acquired a new ATV plow for sidewalks. It was discussed that the catch-up would be addressed by PW the following day. Fineberg advised to have a standard formula for snow removal that would be executed each day that plowing is required. Trustee Freer recommended changing policy. Manager Fineberg proposed working backwards i.e. start with the best plan, put a price to it, and if that's not acceptable to work backwards from there. Discussion was had about moving excess/stock piling snow into the floodplain, where is was advised that there was room for the snow storage as long as we could find an acceptable way to transport the snow. Manager Fineberg recommended adding this to the next Work Session. Clerk was asked to resend the snow removal policy as is to BOT for Work Session. Trustee Wall motioned to move on to New Business.

NEW BUSINESS/PUBLIC HEARING

- a. Consider Resolution 2019-01 Replat of Lot 1 & 2 in Creede America Subdivision, Phase 1
- b. Consider Resolution 2019-02 Amending ACH Origination Agreement with DNB

- c. Consider Remove Dooley and Add Fineberg as Signator – All City Accounts
- d. Consider DNB Add, Delete, or Change Form

Trustee Wall opened Public Hearing - Resolution 2019-01 Replat of Lot 1 & 2 in Creede America Subdivision, Phase 1. There being no issues or communication Trustee Wall closed the Public Hearing. Trustee Dooley moved to approve and Trustee Freer seconded. Trustee Wall declared motion carried.

Trustee Dooley requested clarification on form. Bank will receive and assure all paperwork is correct. Trustee Freer motioned to approve Resolution 2019-02, Trustee Wall seconded. Vote was unanimous. Trustee Wall declared motion carried.

Trustee Dooley motioned to approve Add/Remove form. Trustee Freer seconded. Trustee Wall declared the motion carried. Vote was unanimous.

Trustee Wyley motioned to approve item d. Add/Delete/Change form and Trustee Brink seconded. Trustee Wall declared motion carried.

MANAGERS REPORT

Wade Henderson spoke briefly on the Levey Proposal/Study that needs to be performed on the overlooked portion of the Levee. As part of the application the Levee since it holds back water from the town needs to be certified capable. There is a checklist to determine if its certifiable. If it is further work and analysis will be performed as well as complete the rest of the analysis. It would then be submitted to FEMA. Bohannon and Houston estimated 80K to finish. Mr. Henderson mentioned possibility getting money through the state in working with the project going on upstream that the two could combine in a grant. If it doesn't certify the plan remains to handle it during the process of the creek upstream. This is the last piece to get it out of the floodplain. Everything looks good from preliminary work done. Trustee Dooley inquired about the 80K and Mr. Henderson assured that would include the entire project. Heather Greenwolf then spoke in place of Gwen for Headwaters Alliance. CWCB has told Headwaters that they are interested in our project and would like to be involved if the Levey did not certify. Heather and Wade will work to clarify.

Trustee Dooley inquired about whether this was in the budget to which Fineberg responded it was a possibility. Wade Henderson reminded the Board that funds may be available through a grant we are currently working with on a separate project. Manager Fineberg intends to make this priority. No motion was necessary.

Mr. Fineberg plans to put numbers together while Trustee Freer requested a time frame from Wade Henderson. Heather Greenwolf and Wade Henderson intend to meet to discuss further. Trustee Wall requested Manager Fineberg have these numbers by the Work Session.

Former Manager Clyde Dooley had spoken to Wade Henderson about putting together an estimate for extending a sewer line approximately 40 feet to a property in Creede America that does not currently have access. That estimate was presented to the Board. City Ordinance requires that development pay for this. Louis Fineberg intends to research if other property owners would benefit from this possibly splitting the cost.

Louis Fineberg stated his intent to create a capital improvement plan and prioritize our projects during the next Work Session. Trustee Dooley suggest on the 22nd Work Session a date be finalized for a BOT Retreat as well as an update on the Loader Lease.

Trustee Dooley made motion to go into Executive Session. Trustee Freer Seconded. Trustee Wall declared motion carried.

EXECUTIVE SESSION

Executive Session for discussing negotiations pursuant to Colorado Revised Statute (§24-6-402(4)(e), C.R.S.)

ADJOURN

There being no further business to come before the Board of Trustees at this time the meeting be adjourned at 6:37 p.m. The vote was unanimous. Trustee Wall declared the motion carried.

Respectfully submitted:

/Kristen Buchanan/
Kristen Buchanan City Clerk/Treasurer

CITY OF CREEDE; A COLORADO TOWN

02/08/19

Monthly Check Detail

Accrual Basis

September 2018

Type	Date	Num	Name	Memo	Amount
Sep 18					
Bill Pmt -C...	09/05/2018	WIR...	Mays Construction Specialties	16125/Flume Phase 2 - 7/26-8/25/18	-379,621.70
Bill Pmt -C...	09/05/2018	10894	Alta Fuels	Unleaded Fuel 215 @ 2.596	-558.14
Bill Pmt -C...	09/05/2018	10895	Caterpillar Financial Services Co...	17581051/Loader Lease Payment	-1,938.71
Bill Pmt -C...	09/05/2018	10896	Creede Chamber of Commerce	Car Show Donation	-50.00
Bill Pmt -C...	09/05/2018	10897	Critters Barricades	Traffic Control	-9,488.00
Bill Pmt -C...	09/05/2018	10898	Davis Engineering Service, Inc.	Willow Creek Flume Rehab - ENG Confere...	-3,759.00
Bill Pmt -C...	09/05/2018	10899	Gobin's Inc.	INV198460 - August Copier Contract	-45.04
Bill Pmt -C...	09/05/2018	10900	GreatAmerica Financial Services	003-1298307-000/Copier Lease	-120.18
Bill Pmt -C...	09/05/2018	10901	Karen E. Lintott, P.C.	VOID: July Services Duplicate Payment	0.00
Bill Pmt -C...	09/05/2018	10902	Kentucky Belle Market	August 2018 Statement	-112.25
Bill Pmt -C...	09/05/2018	10903	Monte Vista Cooperative	Propane	-215.14
Bill Pmt -C...	09/05/2018	10904	Muleys Disposal Service	July Trash	-1,810.50
Bill Pmt -C...	09/05/2018	10905	Petty Cash	CMC Survey Prize Winner Gift Certificates	-100.00
Bill Pmt -C...	09/05/2018	10906	Quill Corporation	Dry Erase Markers/File Folders - INV96617...	-49.96
Bill Pmt -C...	09/05/2018	10907	San Luis Valley Auto Repair, LLC	Fleet Repair	-1,914.94
Bill Pmt -C...	09/05/2018	10908	Tomkins Hardware & Lumber	August Statement	-591.31
Bill Pmt -C...	09/05/2018	10909	U.S. Postal Service	Annual PO Box Fee	-116.00
Liability C...	09/13/2018	941-...	United States Treasury	84-6000575	-2,858.32
Liability C...	09/13/2018	CC...	GWRS (CCOERA)	98721-01/1220	-677.04
Liability C...	09/13/2018	457-...	GWRS (CCOERA)	98721-01/1220	-150.00
Bill Pmt -C...	09/14/2018	10926	Mayer Specialty Services, LLC.	2018366/Sanitary Sewer Clean and Video I...	-46,994.54
Paycheck	09/15/2018	10910	Dana D Brink		-153.92
Paycheck	09/15/2018	10911	Frank Freer		-153.92
Paycheck	09/15/2018	10912	Jeffrey A Larson		-363.79
Paycheck	09/15/2018	10913	Joel E Oconnell		-153.92
Paycheck	09/15/2018	10914	Lori G. Dooley		-153.92
Paycheck	09/15/2018	10915	Merolyn K Wyley		-153.92
Paycheck	09/15/2018	10916	Teresa Wall		-153.92
Paycheck	09/15/2018	10917	Benjamin J Davis		-1,149.21
Paycheck	09/15/2018	10918	Charles A Pilant		-844.68
Paycheck	09/15/2018	10919	Clyde E Dooley		-1,909.71
Paycheck	09/15/2018	10920	Kathryn F Short		-934.10
Paycheck	09/15/2018	10921	Kristeen M Lopez		-414.25
Paycheck	09/15/2018	10922	Kristen R Buchanan		-532.68
Paycheck	09/15/2018	10923	Randi L Snead		-1,504.41
Paycheck	09/15/2018	10924	Robert B Schlough		-1,238.82
Paycheck	09/15/2018	10925	Scott W Leggitt		-971.00
Liability C...	09/17/2018	941-...	United States Treasury	84-6000575	-227.76
Bill Pmt -C...	09/25/2018	10927	Caleb Simon	INV693/Installation of Lights & Receptacles...	-1,600.00
Bill Pmt -C...	09/25/2018	10928	Ciello	9/10 Statement Utilites	-286.78
Bill Pmt -C...	09/25/2018	10929	Mineral County Clerk and Recor...	Ord., City Resolutions, Quit Claim Deed, M...	-125.00
Bill Pmt -C...	09/25/2018	10930	Mineral County Landfill	Landfill - Ben Davis	-84.00
Bill Pmt -C...	09/25/2018	10931	Ramona Weber	1st 1/2 18-05	-218.00
Bill Pmt -C...	09/25/2018	10932	Russell Surveyors & Associates,...	INV5652, INV5789, INV5922, INV6019, IN...	-3,333.75
Bill Pmt -C...	09/25/2018	10933	SLVREC	SLV REC Sept. Statement	-2,043.00
Liability C...	09/27/2018	10944	CEBT	City of Creede, CEBT	-4,521.68
Liability C...	09/27/2018	#94...	United States Treasury	84-6000575	-3,801.42
Liability C...	09/27/2018	CC...	GWRS (CCOERA)	98721-01/1220	-659.08
Liability C...	09/27/2018	#45...	GWRS (CCOERA)	98721-01/1220	-150.00
Bill Pmt -C...	09/27/2018	10945	Frank Freer Construction	Flume Labor	-1,800.00
Bill Pmt -C...	09/27/2018	10946	Ramona Weber	1st 1/2 18-07	-520.00
Bill Pmt -C...	09/27/2018	10947	SYNCB/AMAZON	Rec Supplies/Amazon August	-74.60
Bill Pmt -C...	09/27/2018	10948	TheSignChef.com	VC & TH Signs as Approved by BOT 9/02/18	-1,977.20
Bill Pmt -C...	09/27/2018	0918	Card Services		-842.56
Check	09/28/2018		City of Creede	Correct Card Services Payment 730.00 fro...	-474.39
Check	09/28/2018	3	Del Norte Bank	Charge for 9/05/18 Mays Construction Wire	-15.00
Paycheck	09/30/2018	10940	Randi L Snead		-3,242.06
Paycheck	09/30/2018	10934	Benjamin J Davis		-1,163.83
Paycheck	09/30/2018	10935	Charles A Pilant		-716.88
Paycheck	09/30/2018	10938	Kristeen M Lopez		-537.91
Paycheck	09/30/2018	10939	Kristen R Buchanan		-679.16
Paycheck	09/30/2018	10941	Robert B Schlough		-1,182.28
Paycheck	09/30/2018	10942	Scott W Leggitt		-920.46
Paycheck	09/30/2018	10936	Clyde E Dooley		-1,909.71
Paycheck	09/30/2018	10937	Kathryn F Short		-934.11
Paycheck	09/30/2018	10943	Kiera Gibbons		-69.26

12:21 PM

02/08/19

Accrual Basis

CITY OF CREEDE; A COLORADO TOWN

Monthly Check Detail

September 2018

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Sep 18					<u>-496,066.82</u>

Water and Sewer Fund
Monthly Check Detail
September 2018

Type	Date	Num	Name	Memo	Amount
Sep 18					
Bill Pmt -Check	09/12/2018	3719	Accutest Mountain ...	Sewer Testing	-372.00
Bill Pmt -Check	09/12/2018	3720	Brown's Septic Serv...	VOID: 601 M...	0.00
Bill Pmt -Check	09/12/2018	3721	Karen Lintott	VOID: July 2...	0.00
Bill Pmt -Check	09/12/2018	3722	Kentucky Belle Mar...	August 2018 ...	-19.35
Bill Pmt -Check	09/12/2018	3723	Sangre De Cristo L...	INV20474 - B...	-90.00
Bill Pmt -Check	09/12/2018	3724	Southern Colorado ...	INV1945 - Au...	-100.00
Bill Pmt -Check	09/12/2018	3725	Tomkins Hardware ...	August State...	-8.36
Bill Pmt -Check	09/12/2018	3726	UNCC	RTL Transmi...	-10.15
Bill Pmt -Check	09/25/2018	CL0818	CenturyLink	Aug Charges	-80.68
Bill Pmt -Check	09/25/2018	3727	Accutest Mountain ...	521-60102309	-175.50
Bill Pmt -Check	09/25/2018	3728	American Business ...	Utility Billing ...	-406.50
Bill Pmt -Check	09/25/2018	3729	DPC Industries, Inc.	Chlorine, 150...	-42.00
Bill Pmt -Check	09/25/2018	3730	RG and Associates,...	Professional ...	-13,070.25
Bill Pmt -Check	09/25/2018	3731	SLVREC	Sept Statem...	-4,069.00
Bill Pmt -Check	09/25/2018	3732	USA Blue Book	INV612250 - ...	-84.27
Bill Pmt -Check	09/28/2018	MC09...	Card Services		-328.67
Check	09/30/2018	MC08...	City of Creede	Jan 18 Month...	-8,923.21
					-27,779.94

Sep 18

-27,779.94

CITY OF CREEDE; A COLORADO TOWN

02/08/19

Monthly Check Detail

Accrual Basis

October 2018

Type	Date	Num	Name	Memo	Amount
Oct 18					
Paycheck	10/01/2018	11005	Bethany E Talley		-277.05
Bill Pmt -C...	10/01/2018	10949	Karen E. Lintott, P.C.	Aug 2018 Legal Servces	-2,240.00
Paycheck	10/01/2018	11006	Kiera Gibbons		-92.35
Paycheck	10/01/2018	11007	Tatum M Regan		-27.70
Bill Pmt -C...	10/02/2018	OC...	CenturyLink	October Online Payment from GF	-101.05
Bill Pmt -C...	10/10/2018	10951	Alta Fuels	Unleaded Fuel	-736.56
Bill Pmt -C...	10/10/2018	10952	Caterpillar Financial Services Co...	17581051/Loader Lease Payment	-1,938.71
Bill Pmt -C...	10/10/2018	10953	Gobin's Inc.	September Copier Contract	-39.94
Bill Pmt -C...	10/10/2018	10954	GreatAmerica Financial Services	003-1298307-000/Copier Lease	-120.18
Bill Pmt -C...	10/10/2018	10955	Kentucky Belle Market	September 2018 Statement	-126.31
Bill Pmt -C...	10/10/2018	10956	Merrick & Company	R.McLaughlin - INV172458 Missing Invoice...	-1,733.91
Bill Pmt -C...	10/10/2018	10957	Mineral County	Labor for applicators - June-Sept - herbicid...	-6,000.00
Bill Pmt -C...	10/10/2018	10958	Mineral County Clerk and Recor...	T.Hall/McLean/Morton Recordings	-125.00
Bill Pmt -C...	10/10/2018	10959	Muleys Disposal Service	Sept Trash	-778.00
Bill Pmt -C...	10/10/2018	10960	Quill Corporation	Quill - Office Supplies - INV1236650	-60.83
Bill Pmt -C...	10/10/2018	10961	TheSignChef.com	Remaining Balance for Gym & Town Hall S...	-457.18
Bill Pmt -C...	10/10/2018	10962	Tomkins Hardware & Lumber	September Statement	-123.08
Bill Pmt -C...	10/10/2018	10963	Valley Courier		-301.50
Bill Pmt -C...	10/10/2018	10964	Valley Publishing		-106.20
Paycheck	10/12/2018	10966	Kelvin Walker	VOID: Incorrect Hourly Rate for type of work	0.00
Paycheck	10/12/2018	10976	Dana D Brink		-153.91
Paycheck	10/12/2018	10977	Frank Freer		-153.91
Paycheck	10/12/2018	10978	Jeffrey A Larson		-363.79
Paycheck	10/12/2018	10979	Lori G. Dooley		-153.91
Paycheck	10/12/2018	10980	Merolyn K Wyley		-153.91
Paycheck	10/12/2018	10981	Teresa Wall		-153.91
Bill Pmt -C...	10/12/2018	10982	RushOrderTees.com	Mini-miner motivators Tees	-889.25
Paycheck	10/15/2018	10967	Joel E Oconnell	City Manager Approved 6 Month BOT Adv...	-851.52
Paycheck	10/15/2018	10968	Benjamin J Davis		-1,338.04
Paycheck	10/15/2018	10969	Charles A Pilant		-861.33
Paycheck	10/15/2018	10972	Kristeen M Lopez		-723.40
Paycheck	10/15/2018	10974	Robert B Schlough		-1,070.23
Paycheck	10/15/2018	10975	Scott W Leggitt		-979.72
Paycheck	10/15/2018	10970	Clyde E Dooley		-1,909.72
Paycheck	10/15/2018	10971	Kathryn F Short		-934.11
Paycheck	10/15/2018	10973	Kristen R Buchanan		-1,303.77
Paycheck	10/15/2018	10983	Robert B Schlough		-137.03
Liability C...	10/15/2018	941-...	United States Treasury	84-6000575	-3,058.66
Liability C...	10/15/2018	CC...	GWRS (CCOERA)	98721-01/1220	-573.70
Liability C...	10/15/2018	457-...	GWRS (CCOERA)	98721-01/1220	-150.00
Paycheck	10/15/2018	10985	Kelvin Walker		-110.82
Check	10/16/2018	EFT...	AFLAC	Clyde's Aflac October Dues	-52.92
Bill Pmt -C...	10/17/2018	10984	Card Services		-246.90
Bill Pmt -C...	10/29/2018	10986	Brown's Septic Service, Inc.	VOID: INV#1140 - DUPLICATE	0.00
Bill Pmt -C...	10/29/2018	10987	Caterpillar Financial Services Co...	INVS03W0842504 - Repair	-2,451.30
Bill Pmt -C...	10/29/2018	10988	CenturyLink	October 18 Phone	-75.45
Bill Pmt -C...	10/29/2018	10989	Ciello	11/01/18 Statement Utilites	-295.23
Bill Pmt -C...	10/29/2018	10990	Creede Bytes	Deputy Clerk Laptop Testing/Repair	-50.00
Bill Pmt -C...	10/29/2018	10991	Creede Chamber of Commerce	Non-profit Level Annual Membership	-75.00
Bill Pmt -C...	10/29/2018	10992	Davis Engineering Service, Inc.	Willow Creek Flume Rehab - ENG Confere...	-12,661.88
Bill Pmt -C...	10/29/2018	10993	Monte Vista Cooperative	Sept. 18 Propane	-1,047.67
Bill Pmt -C...	10/29/2018	10994	Quill Corporation		-167.52
Bill Pmt -C...	10/29/2018	10996	SYNCB/AMAZON	Amazon October 2018 - Wilson Game Ball	-59.11
Liability C...	10/29/2018	UIT...	Colorado State Treasurer	133001-00-6-001	-259.76
Bill Pmt -C...	10/31/2018	10950	Karen E. Lintott, P.C.	Sept 2018 Legal Servces	-2,415.00
Oct 18					-51,267.93

Water and Sewer Fund
Monthly Check Detail
October 2018

Type	Date	Num	Name	Memo	Amount
Oct 18					
Bill Pmt...	10/02/2018	3733	Karen Lintott	Septembet 2018 ...	-717.50
Check	10/02/2018	CLAU...	CenturyLink	Century Link Auto ...	-101.04
Bill Pmt...	10/10/2018	3735	Accutest Mountain ...		-435.00
Bill Pmt...	10/10/2018	3736	Front Range Winwat...	INV05433300-054...	-202.37
Bill Pmt...	10/10/2018	3737	Kentucky Belle Mar...	August 2018 State...	-80.53
Bill Pmt...	10/10/2018	3738	Merrick & Company	R.McLaughlin - IN...	-2,308.00
Bill Pmt...	10/10/2018	3739	UNCC	RTL Transmissions	-8.70
Bill Pmt...	10/17/2018	3740	Card Services		-619.93
Bill Pmt...	10/29/2018	3741	Accutest Mountain ...		-377.00
Bill Pmt...	10/29/2018	3742	Brown's Septic Serv...	VOID: 601 Main S...	0.00
Bill Pmt...	10/29/2018	3743	CenturyLink	October 18 Phone	-75.45
Bill Pmt...	10/29/2018	3744	DPC Industries, Inc.	Chlorine, 150#CYL	-42.00
Bill Pmt...	10/29/2018	3745	Kentucky Belle Mar...	August 2018 State...	-78.14
Bill Pmt...	10/29/2018	3746	RG and Associates,...	Professional Servi...	-10,031.75
Bill Pmt...	10/29/2018	3747	Sangre De Cristo La...	INV20592 - Bac. ...	-60.00
Bill Pmt...	10/29/2018	3748	SLVREC	Sept Statement - ...	-3,906.00
Bill Pmt...	10/29/2018	3749	Southern Colorado ...	INV1972 - Octobe...	-100.00
Bill Pmt...	10/29/2018	WIRE...	Colo.Water Resourc...	Loan #D09F218/O...	-26,554.11
Check	10/31/2018	WRE...	City of Creede	Jan 18 Monthly S...	-8,923.21
Oct 18					-54,620.73

CITY OF CREEDE; A COLORADO TOWN

02/08/19

Monthly Check Detail

Accrual Basis

November 2018

Type	Date	Num	Name	Memo	Amount
Nov 18					
Bill Pmt -C...	11/01/2018	10995	SLVREC	SLV REC October Statement	-1,902.00
Paycheck	11/01/2018	10997	Benjamin J Davis		-1,402.25
Paycheck	11/01/2018	10998	Charles A Pilant		-852.52
Paycheck	11/01/2018	11001	Kristeen M Lopez		-680.11
Paycheck	11/01/2018	11003	Robert B Schlough		-1,350.82
Paycheck	11/01/2018	11004	Scott W Leggitt		-1,080.79
Paycheck	11/01/2018	10999	Clyde E Dooley		-1,909.71
Paycheck	11/01/2018	11000	Kathryn F Short		-934.10
Paycheck	11/01/2018	11002	Kristen R Buchanan		-1,267.01
Liability C...	11/01/2018	941-...	United States Treasury	84-6000575	-2,782.88
Liability C...	11/01/2018	CC...	GWRS (CCOERA)	98721-01/1220	-687.94
Liability C...	11/02/2018	11008	CEBT	City of Creede, INV0025862	-3,014.08
Bill Pmt -C...	11/02/2018	ER...	Karen E. Lintott, P.C.	VOID: Duplicate Memorized Transaction	0.00
Bill Pmt -C...	11/02/2018	11009	Karen E. Lintott, P.C.	Sept 2018 Legal Services	-4,567.50
Bill Pmt -C...	11/02/2018	11010	Mineral County Miner	Annual Mineral County Miner Subscription	-34.75
Bill Pmt -C...	11/02/2018	11011	Muleys Disposal Service	October Trash	-778.00
Bill Pmt -C...	11/02/2018	11012	Quill Corporation		-180.93
Bill Pmt -C...	11/02/2018	11013	Valley Publishing	Mineral County Miner, Legal #6393	-16.00
Bill Pmt -C...	11/02/2018	11014	Soward Pit	380 yds of road base @ 13.50 per yard	-5,130.00
Liability C...	11/05/2018	457-...	GWRS (CCOERA)	98721-01/1220	-150.00
Bill Pmt -C...	11/06/2018	11015	Frank Freer Construction	Pavilion Project Payment #2/Per BOT Sele...	-5,250.00
Bill Pmt -C...	11/06/2018	11016	Caterpillar Financial Services Co...	17581051/Loader Lease Payment	-1,938.71
Bill Pmt -C...	11/06/2018	11017	CMCA	CMCA Subscription Renewal	-155.00
Bill Pmt -C...	11/06/2018	11018	Gobin's Inc.	October copier Contract	-46.52
Bill Pmt -C...	11/06/2018	11019	GreatAmerica Financial Services	003-1298307-000/Copier Lease	-120.18
Bill Pmt -C...	11/06/2018	11020	Kentucky Belle Market	October 2018 Statement	-344.84
Bill Pmt -C...	11/06/2018	11021	Tomkins Hardware & Lumber	October Statement	-410.08
Bill Pmt -C...	11/07/2018	11022	Davis Engineering Service, Inc.		-7,657.05
Bill Pmt -C...	11/07/2018	11023	Quill Corporation	VOID: Wrong Check Number	0.00
Bill Pmt -C...	11/07/2018	11024	Quill Corporation	Quill - Office Supplies INV1276847	-33.35
Liability C...	11/13/2018	11025	United States Treasury	VOID: 84-6000575	0.00
Paycheck	11/15/2018	11025	Benjamin J Davis		-1,142.44
Paycheck	11/15/2018	11026	Charles A Pilant		-751.64
Paycheck	11/15/2018	11029	Kristeen M Lopez		-528.63
Paycheck	11/15/2018	11031	Robert B Schlough		-1,126.75
Paycheck	11/15/2018	11032	Sarah Eftim		-439.59
Paycheck	11/15/2018	11033	Scott W Leggitt		-979.72
Paycheck	11/15/2018	11027	Clyde E Dooley		-1,909.72
Paycheck	11/15/2018	11028	Kathryn F Short		-934.11
Paycheck	11/15/2018	11030	Kristen R Buchanan		-1,267.03
Paycheck	11/15/2018	11034	Dana D Brink		-153.93
Paycheck	11/15/2018	11035	Frank Freer		-153.93
Paycheck	11/15/2018	11036	Jeffrey A Larson		-363.80
Paycheck	11/15/2018	11037	Lori G. Dooley		-153.93
Paycheck	11/15/2018	11038	Merolyn K Wyley		-153.93
Paycheck	11/15/2018	11039	Teresa Wall		-153.93
Liability C...	11/15/2018	941-...	United States Treasury	84-6000575 Federal 941 11/15/18	-2,780.38
Liability C...	11/15/2018	CC...	GWRS (CCOERA)	98721-01/1220 401K	-631.74
Check	11/15/2018		Valley Publishing	393	-142.06
Bill Pmt -C...	11/15/2018	11040	Headwaters Alliance	September Project Mgmt - 53H @ 45.00	-2,385.00
Liability C...	11/20/2018	AFL...	AFLAC	Clyde Aflac	-52.92
Bill Pmt -C...	11/20/2018	11041	Mays Construction Specialties	INV16179 WCF Rehab Creede Ph 2 Will...	-31,075.73
Check	11/21/2018	Afla...	AFLAC	Clyde's Aflac November Dues	-52.92
Bill Pmt -C...	11/27/2018	11042	Alta Fuels	Unleaded & Diesel Fuel	-456.22
Bill Pmt -C...	11/27/2018	11043	Brown's Septic Service, Inc.	VOID: INV#1140 - July 4 Vendor Restroom...	0.00
Bill Pmt -C...	11/27/2018	11044	Caterpillar Financial Services Co...	INVOICE:SVCD63911 - Oct. Service Charge	-24.97
Bill Pmt -C...	11/27/2018	11045	CenturyLink	VOID: Sept & Nov 18 Phone Incorrect Divis...	0.00
Bill Pmt -C...	11/27/2018	11046	Ciello	November Statement Utilites	-295.23
Bill Pmt -C...	11/27/2018	11047	CML	VOID: 2019 Membership Dues/3% refund if...	0.00
Bill Pmt -C...	11/27/2018	11048	GreatAmerica Financial Services	Copier Lease Payment	-120.18
Bill Pmt -C...	11/27/2018	11049	Monte Vista Cooperative	Oct 18 Propane - Acct 922684	-224.11
Bill Pmt -C...	11/27/2018	11050	Quill Corporation		-243.31
Bill Pmt -C...	11/27/2018	11051	San Luis Valley Council of Gover...	2018 COG Dues	-745.00
Bill Pmt -C...	11/27/2018	11052	SLVREC	SLV REC October Statement	-1,921.00
Bill Pmt -C...	11/27/2018	11053	SYNCB/AMAZON	T. Hall Cleaning Supp./Lysol Air - INV 5677...	-30.70
Bill Pmt -C...	11/27/2018	11054	Valley Publishing	Mineral County Miner, MCM LE6394	-31.00
Bill Pmt -C...	11/27/2018	11055	CenturyLink	Sept & Nov 18 Phone	-144.92
Bill Pmt -C...	11/28/2018	11056	Card Services	VOID: Incorrect Total	0.00

CITY OF CREEDE; A COLORADO TOWN

Monthly Check Detail

November 2018

Type	Date	Num	Name	Memo	Amount
Bill Pmt -C...	11/28/2018	11057	Card Services		-918.48
Liability C...	11/29/2018	941-...	United States Treasury	84-6000575	-2,428.42
Liability C...	11/29/2018	CC...	GWRS (CCOERA)	98721-01/1220	-453.42
Liability C...	11/29/2018	457-...	GWRS (CCOERA)	98721-01/1220	-150.00
Liability C...	11/29/2018	11068	CEBT	City of Creede, 32705SG	-3,767.88
Paycheck	11/30/2018	11058	Benjamin J Davis		-1,034.40
Paycheck	11/30/2018	11059	Charles A Pilant		-776.13
Paycheck	11/30/2018	11062	Kristeen M Lopez		-732.67
Paycheck	11/30/2018	11064	Sarah Efthim		-580.73
Paycheck	11/30/2018	11065	Scott W Leggitt		-1,021.55
Paycheck	11/30/2018	11060	Clyde E Dooley		-1,909.72
Paycheck	11/30/2018	11061	Kathryn F Short		-934.11
Paycheck	11/30/2018	11063	Kristen R Buchanan		-1,303.76
Paycheck	11/30/2018	11066	Bethany E Talley	VOID: Undeliverable	0.00
Paycheck	11/30/2018	11067	Kiera Gibbons		-115.44
Paycheck	11/30/2018	110...	Bethany E Talley	VOID: undeliverable	0.00
Paycheck	11/30/2018	11079	Bethany E Talley		-249.34
Nov 18					-112,623.64

Water and Sewer Fund Monthly Check Detail November 2018

Type	Date	Num	Name	Memo	Amount
Nov 18					
Bill Pmt...	11/02/2018	3750	Karen Lintott	Septembet 2018 ...	-385.00
Bill Pmt...	11/06/2018	3751	Accutest Mountain ...	521-60104129 W/...	-389.50
Bill Pmt...	11/06/2018	3752	Kentucky Belle Mar...	October 2018 Stat...	-4.78
Bill Pmt...	11/06/2018	3753	Southern Colorado ...	INV1999 -WW Sa...	-436.00
Bill Pmt...	11/07/2018	3754	RG and Associates,...	Professional Servi...	-13,164.25
Bill Pmt...	11/14/2018	3755	Colorado Division of...	Permits	-400.00
Bill Pmt...	11/27/2018	3756	Accutest Mountain ...		-372.00
Bill Pmt...	11/27/2018	3757	Brown's Septic Serv...	VOID: Sent back ...	0.00
Bill Pmt...	11/27/2018	3758	DPC Industries, Inc.	Chlorine, 150#CYL	-42.00
Bill Pmt...	11/27/2018	3759	Grand Junction Pipe	INV3675083	-102.24
Bill Pmt...	11/27/2018	3760	Sangre De Cristo La...	INV20699- Bac. A...	-150.00
Bill Pmt...	11/27/2018	3761	SLVREC	Sept Statement - ...	-3,432.00
Bill Pmt...	11/27/2018	3762	CenturyLink	Sept/Novemver 1...	-144.92
Bill Pmt...	11/28/2018	3763	Card Services	VOID: Incorrect T...	0.00
Bill Pmt...	11/28/2018	3764	Card Services		-184.72
Check	11/30/2018	WRE...	City of Creede	Jan 18 Monthly S...	-8,923.21
Nov 18					-28,130.62

CITY OF CREEDE; A COLORADO TOWN

02/08/19

Monthly Check Detail

Accrual Basis

December 2018

Type	Date	Num	Name	Memo	Amount
Dec 18					
Bill Pmt -C...	12/04/2018	11069	Caterpillar Financial Services Co...	17581051/Loader Lease Payment	-1,938.71
Bill Pmt -C...	12/04/2018	11070	Gobin's Inc.	November copier Contract	-39.62
Bill Pmt -C...	12/04/2018	11071	Karen E. Lintott, P.C.	Nov. 2018 Legal Servces	-4,235.00
Bill Pmt -C...	12/04/2018	11072	Kentucky Belle Market	October 2018 Statement	-90.17
Bill Pmt -C...	12/04/2018	11073	Muleys Disposal Service	VOID: October Trash	0.00
Bill Pmt -C...	12/04/2018	11076	Tomkins Hardware & Lumber	November Statement	-476.70
Bill Pmt -C...	12/04/2018	11074	UNCC	RTL Transmissions/Nov 18	-8.70
Bill Pmt -C...	12/05/2018	11075	Petty Cash	Community Christmas Decorating Donation...	-25.00
Bill Pmt -C...	12/05/2018	11077	Arp's	Catering Retirement Party	-600.00
Bill Pmt -C...	12/05/2018	11078	Creede Community Center	Venue Retirement Party	-75.00
Liability C...	12/07/2018	11080	Colorado Department of Revenue	07-01555	-2,602.00
Bill Pmt -C...	12/12/2018	11081	Alta Fuels	Unleaded & Diesel Fuel	-222.82
Bill Pmt -C...	12/12/2018	11082	Caterpillar Financial Services Co...	17581051/Loader Lease Payment	-1,712.85
Bill Pmt -C...	12/12/2018	11083	CDPH&E	VOID: Modification of permit 0040533 Invoi...	0.00
Bill Pmt -C...	12/12/2018	11084	CML	2019 Membership Dues/3% refund if pd by ...	-562.00
Bill Pmt -C...	12/12/2018	11085	GreatAmerica Financial Services	003-1298307-000/Copier Lease	-120.18
Bill Pmt -C...	12/12/2018	11086	Quill Corporation		-97.65
Bill Pmt -C...	12/12/2018	11087	Valley Courier	INV 0437;23 - INV 0437;10/27	-131.00
Paycheck	12/13/2018	11103	Lori G. Dooley		-153.91
Paycheck	12/15/2018	11088	Dana D Brink		-153.92
Paycheck	12/15/2018	11089	Frank Freer		-153.92
Paycheck	12/15/2018	11090	Jeffrey A Larson		-363.80
Paycheck	12/15/2018	11091	Lori G. Dooley	VOID: extra print	0.00
Paycheck	12/15/2018	11092	Merolyn K Wyley		-153.92
Paycheck	12/15/2018	11093	Teresa Wall		-153.92
Paycheck	12/15/2018	11094	Benjamin J Davis		-1,106.41
Paycheck	12/15/2018	11095	Charles A Pilant		-754.10
Paycheck	12/15/2018	11100	Robert B Schlough		-1,182.26
Paycheck	12/15/2018	11098	Kristeen M Lopez		-643.01
Paycheck	12/15/2018	11101	Sarah Eftim		-511.16
Paycheck	12/15/2018	11102	Scott W Leggitt		-929.17
Paycheck	12/15/2018	11096	Clyde E Dooley		-1,909.71
Paycheck	12/15/2018	11097	Kathryn F Short		-934.10
Paycheck	12/15/2018	11099	Kristen R Buchanan		-1,303.77
Paycheck	12/15/2018	11104	Louis Fineberg		-2,123.55
Liability C...	12/17/2018	941-...	United States Treasury	84-6000575	-25.52
Liability C...	12/17/2018	941-...	United States Treasury	84-6000575	-3,672.24
Liability C...	12/17/2018	CC...	GWRS (CCOERA)	98721-01/1220	-150.00
Liability C...	12/18/2018	UI...	Colorado State Treasurer	Residual Memorized Transaction Unemplo...	-0.72
Liability C...	12/18/2018	CC...	GWRS (CCOERA)	CCOERA-2419 401K	-541.94
Bill Pmt -C...	12/18/2018	11105	Bulwark Concrete and Constructi...	City Sidewalk Repair	-2,225.00
Bill Pmt -C...	12/18/2018	11106	Card Services		-989.93
Bill Pmt -C...	12/18/2018	11107	Century Equipment Company	Parts & Freight	-125.22
Bill Pmt -C...	12/18/2018	11108	CenturyLink	December 18 Phone	-271.48
Bill Pmt -C...	12/18/2018	11109	Ciello	December Statement Utilites	-295.23
Bill Pmt -C...	12/18/2018	11110	Colorado Interactive	Nov Refund Failed Net (1)	-240.00
Bill Pmt -C...	12/18/2018	11111	Davis Engineering Service, Inc.		-6,097.65
Bill Pmt -C...	12/18/2018	11112	Epic Sports	1/1/19 Due Date - Basketballs	-305.05
Bill Pmt -C...	12/18/2018	11113	Mineral County Clerk and Recor...	12/17 Recordings	-147.00
Bill Pmt -C...	12/18/2018	11114	Muleys Disposal Service	October Trash	-272.00
Bill Pmt -C...	12/18/2018	11115	Quill Corporation		-92.15
Bill Pmt -C...	12/18/2018	11116	SLVREC	SLV REC December Statement	-1,344.18
Bill Pmt -C...	12/18/2018	11117	SYNCB/AMAZON		-312.83
Bill Pmt -C...	12/18/2018	11118	Valley Courier	VOID: Double Pmt.	0.00
Bill Pmt -C...	12/18/2018	11119	Valley Electric, Inc.	Gym Scoreboard/Labor	-255.00
Liability C...	12/20/2018	457-...	GWRS (CCOERA)	457	-150.00
Check	12/20/2018	Afla...	AFLAC	Clyde's Aflac November Dues	-52.92
Paycheck	12/27/2018	11133	Clyde E Dooley		-2,613.82
Paycheck	12/28/2018	11120	Bethany E Talley		-203.17
Paycheck	12/28/2018	11121	Kiera Gibbons		-34.64
Paycheck	12/28/2018	11122	Tatum M Regan		-23.09
Paycheck	12/28/2018	11123	Benjamin J Davis		-1,293.24
Paycheck	12/28/2018	11124	Charles A Pilant		-884.82
Paycheck	12/28/2018	11127	Kristeen M Lopez		-528.63
Paycheck	12/28/2018	11131	Scott W Leggitt		-1,030.26
Paycheck	12/28/2018	11125	Clyde E Dooley		-1,909.71
Paycheck	12/28/2018	11126	Kathryn F Short		-934.11
Paycheck	12/28/2018	11128	Kristen R Buchanan		-1,303.77

CITY OF CREEDE; A COLORADO TOWN

Monthly Check Detail

December 2018

Type	Date	Num	Name	Memo	Amount
Paycheck	12/28/2018	11129	Robert B Schlough		-1,182.28
Paycheck	12/28/2018	11130	Sarah Efthim		-511.16
Paycheck	12/28/2018	11132	Kelvin Walker		-103.89
Paycheck	12/28/2018	11134	Louis Fineberg		-2,060.04
Paycheck	12/31/2018	11167	Dana D Brink		-153.91
Paycheck	12/31/2018	11168	Frank Freer		-153.91
Paycheck	12/31/2018	11169	Jeffrey A Larson		-363.79
Paycheck	12/31/2018	11170	Joel E Oconnell	VOID: Already Advanced until Feb. 2019 in...	0.00
Paycheck	12/31/2018	11171	Lori G. Dooley	Jan 15th Check for December 2018	-153.92
Paycheck	12/31/2018	11172	Merolyn K Wyley	Jan 15th Check for December 2018	-153.91
Paycheck	12/31/2018	11173	Teresa Wall	Jan 15th Check for December 2018	-153.91
Dec 18					-58,784.07

12:16 PM

02/08/19

Accrual Basis

Water and Sewer Fund Monthly Check Detail December 2018

Type	Date	Num	Name	Memo	Amount
Dec 18					
Check	12/03/2018	RTRN...	Del Norte Bank	Returned Check F...	-61.20
Bill Pmt...	12/04/2018	3770	CDPH&E	Modification of Pe...	-647.00
Bill Pmt...	12/04/2018	3773	Canyon Systems, Inc.	Chlorine System ...	-527.63
Bill Pmt...	12/04/2018	3771	Kentucky Belle Mar...	October 2018 Stat...	-5.78
Bill Pmt...	12/04/2018	3772	Southern Colorado ...	Chlorimeter	-646.00
Bill Pmt...	12/12/2018	3774	Accutest Mountain ...	VOID: Auto-Gener...	0.00
Bill Pmt...	12/12/2018	3775	Monte Vista Co-op	May Propane/Ann...	-3,843.77
Bill Pmt...	12/18/2018	3776	Accutest Mountain ...	521-60105213W/...	-38.00
Bill Pmt...	12/18/2018	3777	Card Services		-531.11
Bill Pmt...	12/18/2018	3778	DPC Industries, Inc.	Chlorine, 150#CY...	-42.00
Bill Pmt...	12/18/2018	3779	RG and Associates,...	Professional Servi...	-9,503.80
Bill Pmt...	12/18/2018	3780	Sangre De Cristo La...		-240.00
Bill Pmt...	12/18/2018	3781	SLVREC	Dec Statement - S...	-3,367.00
Bill Pmt...	12/18/2018	3782	USDA Forest Service	Bill# BF02904 Y00...	-1,614.20
Check	12/31/2018	WRE...	City of Creede	Jan 18 Monthly S...	-8,923.21
Dec 18					-29,990.70

ORDINANCE NO. 415

AN ORDINANCE AMENDING THE 'EXTENDED MEDICAL LEAVE' SECTION OF THE 'CITY OF CREEDE EMPLOYEE HANDBOOK'

WHEREAS, the Board of Trustees has determined that the existing extended medical leave section of the City of Creede Employee Handbook is in need of revision;

NOW THEREFORE, be it ordained by the Board of Trustees of the City of Creede, Colorado, that the City of *Creede Employee Handbook* shall be amended in the following manner:

Section 1. The 'Extended Medical Leave' section of the City of Creede Employee Handbook is repealed in its entirety and readopted to read as follows:

EXTENDED LEAVE

An extended leave of absence is available to eligible full-time employees under certain circumstances. Eligible employees may take up to four (4) weeks of paid extended leave within any calendar year. An additional eight (8) weeks of unpaid extended leave may be taken for a total of up to 12 weeks of extended leave within any calendar year. Leave under this section must be used within each calendar year and, if not taken, does not carry over into a subsequent calendar year.

Extended leave may be taken under the following circumstances:

- On the birth of an employee's child;
- On the placement of a child for adoption or foster care with an employee; or
- When an employee is unable to perform at least one of the essential functions of their position for medical reasons.

Eligibility:

To be eligible for extended leave under this policy, an employee must:

- be a full-time, year-round employee;
- be employed by the City of Creede for at least 12 months prior to the request for extended leave; and
- have exhausted all available regular leave including sick leave, personal leave, vacation leave and comp time.

If the eligible employee is requesting extended leave for medical reasons, said employee must provide medical certification to the City Manager. Medical certification shall consist of a written statement from a physician or other qualified medical professional stating that the employee is unable to perform at least one of the functions of his/her position for medical reasons. Employees on extended leave for medical

reasons will be required to provide a physician's report on their health status every two (2) weeks for the duration of their extended leave.

When the need for leave is foreseeable, the eligible employee must provide at least thirty (30) days notice to the City Manager. A spoken or written leave agreement may be reached between the employee and the City Manager addressing minimization of impact of the employee's leave, plans for temporary fulfillment of duties, an anticipated return-to-work timeline, accommodations for intermittent or reduced-leave or working from home, and any other concerns either party may have. In the event that leave is required but not foreseeable, written notice should be given to the City Manager as soon as practicable.

Group health care coverage will continue for employees on extended leave for the duration of the leave.

Should an eligible employee be unable or unwilling to return to work following the exhaustion of all available extended leave under this policy, said employee shall be deemed to have resigned from employment with the City.

Section 2. Recording and Authentication. This ordinance, immediately upon its passage, shall be authenticated by the signatures of the Mayor and City Clerk, recorded in the Town Book of Ordinances kept for that purpose, and published according to law.

Section 3. Publication and Effective Date. This ordinance shall take effect thirty (30) days after publication following final passage.

Section 4. Declaration of Public Interest. This ordinance is necessary to preserve the peace, health, safety welfare, and to serve the best interests of the citizens of the City of Creede, Colorado.

Introduced, read by title, and passed at first reading February 11th, 2019.

Passed final reading and adopted on March _____, 2019.

ATTEST:

Krisen Buchanan, City Clerk/Treasurer

Jeffrey Larson, Mayor

ORDINANCE NO. 416

**AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF CREEDE
BY ADDING 'CHAPTER 4, ARTICLE 4 – PURCHASING AND PROCUREMENT'**

WHEREAS, the Board of Trustees has determined that the adoption of a formal purchasing and procurement policy will help ensure that the Town purchases goods and procures professional services in the most efficient and cost-effective manner;

NOW THEREFORE, be it ordained by the Board of Trustees of the City of Creede, Colorado, that the *Municipal Code of the City of Creede* shall be amended as follows:

Section 1. Chapter 4, Article 4 – Purchasing and Procurement shall be added and shall read, in its entirety:

Sec. 4-4-10. Designation of Purchasing Agent.

The Town Manager, or an officer of the city designated by the Town Manager, shall be the Purchasing Agent for the City. He or she shall be responsible for:

- (A) The purchase of supplies, materials and equipment and contractual services required by any office, department or agency of the city government.
- (B) The storage and distribution of all supplies, materials and equipment required by any office, department or agency of the city government.
- (C) Establishing written specifications, whenever practicable, for supplies, materials and equipment required by any office, department or agency of the city government. Such specifications shall be definite and certain and shall permit of competition.
- (D) Maintaining, whenever practicable, a perpetual inventory record of all materials, supplies or equipment stored in storerooms or warehouses.
- (E) Soliciting and maintaining an up-to-date list of qualified suppliers who have requested their names to be added to a “bidders list”. The purchasing agent shall have authority to remove temporarily the names of vendors who have defaulted on their quotations, attempted to defraud the city or who have failed to meet established specifications or delivery dates.
- (F) Obtaining as full and open competition as possible on all purchases, contracts and sales.

Sec. 4-4-20. Formal contract procedure.

All supplies and contractual services, except as otherwise provided herein, when the estimated cost thereof shall exceed five thousand dollars, shall be purchased by formal, written contract from the lowest responsible bidder, after due notice inviting proposals. No contract or purchase shall be subdivided to avoid the requirements of this section. All sales of personal property which has become obsolete or unusable, when the

estimated value shall exceed five thousand dollars, shall be sold by formal written contract or at a public auction to the highest responsible bidder, after due notice inviting proposals and bidders.

Sec. 4-4-30. Bidding.

Before any purchases or contracts for supplies, materials, equipment or services exceeding five thousand dollars are made, the purchasing agent shall give ample opportunity for competitive bidding. For purchases or contracts not exceeding five thousand dollars, the purchasing agent must make a reasonable attempt to solicit three written quotes.. Competitive bidding shall be encouraged for all contracts, purchases or sales. However, in the event of an emergency affecting the public welfare, health or safety, the provisions of this section shall not apply. A full report of the circumstances of an emergency purchase shall be filled by the purchasing agent with the city council and shall be entered in the minutes of the council.

Sec. 4-4-40. Award to lowest bidder; advertising, when required.

All contracts for city improvements, materials, equipment, or services costing more than five thousand dollars shall be awarded to the lowest responsible bidder after publication in a newspaper of general circulation in the city at least five days before the last day set for receipt of proposals; provided, however, that in case of professional services, this section shall not apply. The newspaper notice required herein shall include a general description of the articles or services to be purchased, shall state where bid blanks and specifications may be secured and the time and place for opening bids.

Sec. 4-4-50. Bid Deposits.

When deemed necessary by the purchasing agent, bid deposits shall be prescribed in the public notices inviting bids. Upon entering into a contract, bidders shall be entitled to return of bid deposit where the purchasing agent has required such. A successful bidder shall forfeit any bid deposit required by the purchasing agent upon failure on his part to enter into a contract within ten days after the award; provided, however, that the city, in its uncontrolled discretion, may waive this forfeiture.

Sec. 4-4-60. Sealed Bid Procedures.

Procedure for sealed bids shall be as follows:

(A) Sealing. Bids shall be submitted to the purchasing agent securely sealed in an envelope, and shall be identified on the envelope in accordance with bid instructions.

(B) Opening. Bids shall be opened in public at the time and place stated in the public notices.

(C) Tabulation. A tabulation of all bids received shall be available for public inspection.

(D) Rejection of bids. The purchasing agent shall have the authority to reject all bids, parts of all bids, or all bids for any one or more supplies or contractual services included in the proposed contract, when the public interest will be served thereby.

(E) Bidders in default to city. The purchasing agent shall not accept the bid of a vendor or contractor who is delinquent in the payment of taxes, license, or other moneys due the city.

(F) Award of contract:

(1) Authority in agent. The purchasing agent shall have the authority to award contracts within the purview of this article; provided, however, that contracts in excess one thousand dollars shall not be awarded without prior approval of city council.

(2) Lowest responsible bidder. Contracts shall be awarded to the lowest responsible bidder. In determining "lowest responsible bidder", in addition to price, the purchasing agent shall consider:

(a) The ability, capacity and skill of the bidder to perform the contract or provide the service required;

(b) Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;

(c) The character, integrity, reputation, judgment, experience and efficiency of the bidder;

(d) The quality of performance of previous contracts or services;

(e) The previous and existing compliance by the bidder with laws and ordinances relating to the contract or services;

(f) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;

(g) The quality, availability and adaptability of the supplies or contractual services to the particular use required;

(h) The ability of the bidder to provide future maintenance and service for the use of the subject: of the contract;

(i) The number and scope of conditions attached to the bid.

(G) Award to other than low bidder. When the award is not given to the lowest bidder, a full and complete statement of the reasons for placing the order elsewhere shall be prepared by the purchasing agent and filed with the papers relating to the transaction and held for a period of no less than 12 months.

(H) Tie bids:

(1) Local vendors. If all bids received are for the same total amount or unit price, quality and service being equal, the contract shall be awarded to the local bidder. If two or more of such bids are submitted by local bidders, the purchasing agent shall award the contract to one of the local tie bidders by drawing lots in public. If local bidders are not involved in the tie bids, the purchasing agent shall award the contract to one of the outside tie bidders by drawing lots in public. The purchasing agent, local bidders, and vendors should bear in mind, however, that to award a contract to a local vendor where he is not the lowest responsible bidder, or where price, quality and service are not equal, is to give preference to one minute segment of the citizenry against the best interests of the community as a whole.

(I) Performance bonds. The purchasing agent shall have the authority to require a performance bond, before entering into a contract, in such form and amount as he shall find reasonably necessary to protect the best interest of the city.

(J) Payment Bond/Labor and Material Bond. The Purchasing agent may require a Payment Bond and a Labor and Material Bond, before entering into a contract, in such form and amount as he/she shall deem necessary to protect the best interest of the city.

Sec. 4-4-70. Materials Testing.

The purchasing agent shall have the authority to require chemical and physical tests of samples submitted with bids and samples of deliveries which are necessary to determine their quality and conformance with the specifications. In the performance of such tests, the purchasing agent shall have the authority to make use of laboratory facilities of any agency of the city government or any outside laboratory.

Sec. 4-4-80. Financial interest of city officials and employees prohibited.

No member of the city council or any officer or employee of the city, shall have a financial interest in any contract or in the sale to the city or to a contractor supplying the city of any land or rights or interests in any land, material, supplies or services; except when a majority of the city council determines such exception in the best interest of the city, provided, that no councilman whose interest is involved shall vote on the question. Any willful violation of this section shall constitute malfeasance in office, and any officer or employee of the city found guilty thereof shall thereby forfeit his office or position. Any violation of this section with the knowledge express or implied of the person or corporation contracting with the city shall render the contract voidable by the city manager or the city council.

Sec. 4-4-90. Records of open market orders and bids.

The purchasing agent shall keep a record of all open market orders and the bids submitted in competition thereon, and such records shall also be open to public inspection.

Sec. 4-4-100. Stock reports.

All offices, departments or agencies of the city government shall submit to the purchasing agent, at such times and in such form as he shall prescribe, reports showing stocks of all supplies, including supplies which are no longer used or which have become obsolete, worn out or scrapped.

Sec. 4-4-110. Surplus stock.

The purchasing agent shall have authority to transfer surplus stock to other offices, departments or agencies of the city government.

Sec. 4-4-120. Supplies unsuitable for public use, sale or exchange.

The purchasing agent shall have the authority to sell all supplies which have become unsuitable for public use, or to exchange the same for, or trade-in the same on, new supplies. Such sales shall be made to the highest bidder, and in conformance with the provisions of this Chapter. All moneys received from such sales shall be paid into the appropriate Fund of the city.

Sec. 4-4-130. Gifts and Rebates.

The purchasing agent and every officer and employee of the City are expressly prohibited from accepting, directly or indirectly, from any person, company, firm or corporation to which any purchase order or contract is, or might be awarded, any rebate, gift, money, or anything of value whatsoever, except where given for the use and benefit of the City.

Sec. 4-4-140. Cooperative purchasing.

The purchasing agent shall have authority to join with other units of government in cooperative purchasing plans when the best interests of the city would be served thereby;

Section 2. Recording and Authentication. This ordinance, immediately upon its passage, shall be authenticated by the signatures of the Mayor and City Clerk, recorded in the Town Book of Ordinances kept for that purpose, and published according to law.

Section 3. Publication and Effective Date. This ordinance shall take effect thirty (30) days after publication following final passage.

Section 4. Declaration of Public Interest. This ordinance is necessary to preserve the peace, health, safety welfare, and to serve the best interests of the citizens of the City of Creede, Colorado.

Introduced, read by title, and passed at first reading February 11th, 2019.

Passed final reading and adopted on March _____, 2019.

ATTEST:

Krisen Buchanan, City Clerk/
Treasurer

Jeffrey Larson, Mayor

RESOLUTION NO. 2019-03

RESOLUTION OF ANNUAL DESIGNATIONS AND 2019 FEE SCHEDULES

WHEREAS, it is the duty of the Trustees of the City of Creede, a Colorado town, to make certain designations of official status of depositories, newspaper (s) for city publications, and posting places for city meetings for the calendar year 2019. This is done by resolution annually to become effective the first day of the following year.

WHEREAS, the Trustees of the City of Creede, a Colorado have deemed it necessary to impose rates and fees to cover the costs of administration, maintenance, service and similar costs for services provided by the City for the calendar year 2019. This is done by resolution annually to become effective the first day of the following year.

NOW, THEREFORE, BE IT RESOLVED THAT:

Section 1. The following designated to fill the following duties of the City of Creede, a Colorado Town for the calendar year 2019, as set opposite their names:

Name	Description
Blair & Associates, P.C.	Auditor (as per letter of engagement)
Del Norte Bank	Official Depository
ColoTrust	Official Depository
JP Morgan Private Client Services	Official Depository (Virginia Christensen Trust)
Mineral County Miner	Official Newspaper

With respect to any law or regulation which requires or permits the posting of any notice “in a public place” (other than notices that must be posted on specific properties), the Board of Trustees designates the south front window of Town Hall, the “City of Creede” bulletin board at the Mineral County Courthouse and the “City of Creede” bulletin board at the United States Post Office as such “Public Places.”

Section 2. The following fees shall be assessed and effective January 1, 2019:

Record request fees: Public records requested in person or by US mail are \$0.25/per page. Records requested electronically or for viewing only are free of charge. Time expended in connection with the research and retrieval of public documents will be free of charge for the first hour required and will be charged at a rate of \$30.00 per hour for any time spent in excess of one hour.

Facsimile (Fax) fees:

Sending: \$3.00 first page; \$1.00 for each additional page

Receiving: 25¢ per page

Copying fees:

25¢ per black-and-white copy and \$1.00 per color copy and an hourly rate for time spent on research as applicable. The rate varies depending upon the rate paid to the person completing this project (i.e. Town Attorney, Clerk, etc.)

Recording Duplication Fees:

\$5.00 per CD/DVD recording. \$2.00 per electronic drive or online transfer.

Returned check charge:

A returned check charge of \$20.00 will be added to the amount due for each check returned for non-sufficient funds. These fees and the amount of the returned check are required to be paid by guaranteed funds.

Miscellaneous City fees:

City lapel pin	\$3.00
Notary Seal Stamp	\$5.00

The following fees shall be charged during the calendar year 2019 for any of the following activities:

A.	Application for zoning change	
	Filing fee	\$500.00
	Plus actual City expenses including certified mail notices, legal publication, recording, resolution, etc.	
B.	Land Use Application	
	Application fee:	\$500.00
	Plus certified mail notices, legal publications, recording hearing, resolution, etc.	
C.	Tap fees – Within City Limits	
	Water Tap Fee	\$250.00
	Water System Development Fee	\$2,750.00
	Sewer Tap Fee	\$250.00
	Sewer System Development Fee	\$2,750.00
	Water meters, all labor, materials, and related expenses	City's Cost
	Tap Fees – Outside City Limits	
	Water Tap Fee	\$375.00
	Water System Development Fee	\$4,125.00
	Sewer Tap Fee	\$375.00
	Sewer System Development Fee	\$4,125.00
	Water meters, all labor, materials, and related expenses	City's Cost
D.	GemJet Service	
	Use of GemJet Machinery	\$105.00
	Labor Including Travel Time	\$32.00/hour

The following fees shall be charged during the calendar year 2019 for the use of City of Creede equipment:

Item	Charge per Hour*
Backhoe with operator	\$90.00
Helper	\$35.00
Dump Truck per trip (Includes dump fee of \$65)	\$110.00
Loader with operator	\$120.00
Grader with operator	\$120.00
Work on Public Lands	\$120.00

Liquor License Fees: These fees for licenses, permits and applications are as set forth by the Department of Revenue, Liquor Enforcement Division and are subject to change concurrently.

The following rates of reimbursement will be applicable during the calendar year 2016 for the City of Creede employees performing City business, but only within the guidelines of the City of Creede's Travel Reimbursement Policy.

- A. Mileage for the use of private vehicles on City business Current IRS allowable rate
- B. Meals (calculated at \$10 of the daily allowance for breakfast, \$15 for lunch, and \$25 for dinner) \$50.00 per day
- C. Lodging for seminars and group meetings shall be paid at the rate charged for the group
- D. Lodging if no group rate is offered, then the actual cost of lodging, but not in excess of \$130.00 per night unless it can be shown that customary charges, by our average motel or hotel, for accommodations are higher than this rate \$100.00 per day

Legal documents of the City shall be signed by the Mayor or in the Mayor's absence by the Mayor Pro-Tem and shall be attested by the City Clerk.

City of Creede Building Permit Fees. This fee schedule is attached to this resolution. The City of Creede charges a fee based upon the square footage of all floors combined, not just the footage on the ground floor.

City of Creede Excavation/Grading Permit Fees. This fee schedule is attached to this resolution.

City Water, Sewer and Drainage Fees. This fee schedule is attached to this resolution.

Gym Fee Schedule. This fee schedule is attached to this resolution.

ADOPTED, PASSED AND APPROVED upon motion made at the Regular Meeting of the Board of Trustees of the City of Creede, a Colorado Town held on the 5th day of February, 2019, and becomes effective February 5th, 2019.

City of Creede:

Attest:

Jeffrey Larson, Mayor Date

Krisen Buchanan, Clerk Date

BUILDING PERMIT FEE SCHEDULE

(Square Footage is multiplied by Construction Cost and the fee is determined from the Valuation Table)

Table 1. Square Foot Construction Costs

<u>Residential</u>		<u>Commercial/Industrial</u>	
Dwelling	109.00	Business	138.00
Garages	56.00	Warehouse/Garage	56.00
Car Ports	40.00		
Decks	25.00		

Valuation Table

Total Valuation	Fee
\$1.00 to \$500.00	\$30.00
\$501.00 to \$2,000.00	\$50.00 for the first \$500.00 plus \$5.00 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$100.00 for first \$2,000.00 plus \$15.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$500.00 for the first \$25,000.00 plus \$12.50 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$800.00 for the first \$50,000.00 plus \$10.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,250.00 for the first \$100,000.00 plus \$7.50 for each additional \$1,000.00 or fraction thereof to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,500.00 for the first \$500,000.00 plus \$5.00 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$6,000.00 for the first \$1,000,000.00 plus \$3.50 for each additional \$1,000.00 or fraction thereof

EXCAVATION / GRADING FEE SCHEDULE

	Plan Checking Fees	Excavation/Grading Fees
50 cubic yards or less	No Fees	\$20.00
51 to 100 cubic yards	\$25.00	\$25.00
101 to 1,000 cubic yards	\$30.00	\$50.00
1,001 to 100,000 cubic yards	\$35.00	\$150.00
100,001 cubic yards and more	\$40.00	\$375.00

CITY WATER, SEWER AND DRAINAGE FEE SCHEDULE

SECTION I: Resolution 2019-03 replaces all prior City fees and utility rates.

SECTION II: WATER RATES: For the setting of water fees, the City has found it convenient to establish Equivalent Residential Unit (EQR) Schedules. The base for this schedule is an average detached single-family residence within City Limits. EQR rates at a particular service address are calculated by Unit Schedules set forth in Ordinance 334, Water, Wastewater, and Drainage Utility Regulations. Water sold by the City of Creede will be calculated with the following base EQR Rate:

<u>CLASS OF USER</u>	<u>EQR</u>	<u>RATE</u>
Residential	1.00	41.78

SECTION III: SEWER RATES: For the setting of sewer fees, the City has found it convenient to establish Equivalent Residential Unit (EQR) Schedules. The base for this schedule is an average detached single-family residence within City Limits. EQR rates at a particular service address are calculated by Unit Schedules set forth in Ordinance 334, Water, Wastewater, and Drainage Utility Regulations. Fees for sewer services provided by the City of Creede will be calculated with the following base EQR Rate:

<u>CLASS OF USER</u>	<u>EQR</u>	<u>RATE</u>
Residential	1.00	17.26

SECTION IV: DRAINAGE FEE: Each customer for water and/or sewer service within in the City of Creede shall be charged a \$2.16 per month drainage fee per tap.

SECTION V: Other Fees: Other fees collected by the city

Bulk water per gallon/Stand pipe	\$ 0.015
Bulk water per gallon (treated)	\$ 0.020
Water turn on	\$ 20.00
Water turn off	\$ 20.00

**GYM FEE SCHEDULE
Membership Rates**

	DAILY	MONTHLY	6 MONTH	ANNUAL	PUNCH CARD
ADULT	\$3	\$20	\$100	\$190	\$60 20 PUNCHES
YOUTH (12 and under)	\$3	\$15	\$75	\$140	\$40 20 PUNCHES
MARRIED COUPLE	-	\$35	\$175	\$340	-
FAMILY	-	\$50	\$250	\$490	-
NON-RESIDENT	\$5	\$30	-	-	\$75 20 PUNCHES

MONTHLY MEMBERSHIP FEES PROVIDE ACCESS TO FACILITY FOR INDIVIDUAL USE, AND ENTRY TO ALL FITNESS PROGRAMS

City of Creede Staff Report

To: Mayor and Board of Trustees

Date: February 7th, 2019

From: Louis Fineberg

Period: 1/4/18 to 2/11/19

Town Manager:

- Continued review of the Town's planning documents and studies, the municipal code and the Town's administrative procedures;
- Continued research on some of the Town's most prominent issues including the pending sewer infrastructure improvement project, water quality and the general lack of affordable housing;
- Met with the new Executive Director for the Lower Willow Creek Restoration Company to discuss issues include the title transfer of certain properties to the Town and the certification of the Willow Creek levy;
- Applied for and received a full scholarship to attend the 2019 CCCMA Annual Conference;
- Attended 2019 CCCMA Annual Conference;
- Applied for a SIPA grant in the amount of \$5,000 to set up a live video streaming system for City of Creede public meetings;
- Met with the Mineral County Sheriff to discuss alcohol consumption at the Town's park facilities;
- Initiated updates to the Town's website;
- met twice with CDPHE to discuss the mandated sewer system infrastructure work;
- Finalized and formatted the extended leave policy for the Town;
- Finalized and formatted the final procurement policy for the Town;
- Submitted 2018 HUTF report to CDOT;
- Investigated City facility acquisition/expansion options;
- Discussed water leasing options for the City with the City's water attorney;
- Reviewed professional service commitments for the City; and
- Conducted general administrative and personnel related tasks.

Town Clerk:

- Accepted, input, and issued utility billing;
- Made bank deposits for revenue, sales tax, recreation income, State-issued checks, permit fees, liquor licensing fees and utility billing;
- Issued Special Event Permit applications;
- Issued Liquor License Renewals and deposited fees;
- Deputy clerk training;
- QuickBooks training;

- Catch up on financials and reconciliations;
- Accounts Receivable;
- Accounts Payable;
- New employee benefit setup;
- County recorder documents;
- Quarterly taxes;
- Payroll taxes & liabilities;
- Issued and mailed out W-2 tax forms to employees and IRS;
- Ordered supplies;
- Package delivery & mail runs;
- Meeting agendas and minutes;
- Maintaining board records (BOT & P&Z);
- Made customer changes in UBS (Utility Billing Software);
- Design – CRT 2019 program advertising and payment;
- IT troubleshooting;
- Applications for municipal education scholarship;
- Changing all files over to 2019;
- Performing record retention for 2018;
- Record and office organization improvements;
- Corresponding with Del Norte Bank in regard to paperwork; and
- Payroll adjustments;

Recreation Director:

- Organized and implemented a gymnastics mini-class for the month of January for three age groups spanning pre-K – 4th grade;
- Began a strength and conditioning training program;
- Organized and executed a pee wee basketball program;
- Assembled newly donated gymnastic equipment;
- Acquired training equipment for new training program;
- Helped ready Silver Pick Park for pond hockey tournament;
- Facilitated a kid’s skate at the ponds;
- Facilitated kids programming (Renaissance Kids, Game Night and Movie Night);
- Began a new adult dance class;
- Facilitated Teen Night at the Rec Center;
- Hung American flag in gym; and
- Made a skate aid to help kids learn to skate at ponds.

Public Works Director:

- Replaced well pump at early learning center;

- Worked with contract water operator to ensure compliance with state regulations;
- Resolved electric issues with systems at gnome hill booster station;
- Maintained roads as needed;
- Worked with management in regards to company organizational plan;
- Reviewed and revised snow and ice removal policy;
- Repaired/maintained equipment at recreation center;
- Began developing a comprehensive capital improvement plan;
- Coordinated with private entities on events held on public property;
- Resolved water supply issues in North Creede;
- Read and reported all billable water meters;
- Trained facility/grounds staff on operating newly obtained ATV; and
- Responded to and resolved multiple water alarms.