

## AGENDA DOLORES COLORADO TOWN BOARD OF TRUSTEES WORKSHOP/MEETING AUGUST 26TH, 2024, 5:30 P.M.

THE MEETING WILL BE HELD AT THE TOWN HALL 601 CENTRAL AVENUE.

IF YOU WISH TO ATTEND VIRTUALLY, PLEASE VISIT THE TOWN WEBSITE UNDER GOVERNMENT TOWN

BOARD MEETING FOR THE ZOOM LINK

https://townofdolores.colorado.gov

#### WORKSHOP 5:30 P.M.

- 1. Discussion of the 2023 Audit.
- 2. Discussion changes to Title 5 Special Event Liquor License and additions to the Town Liquor Code

#### **BOARD MEETING 6:30 P.M.**

- 1. CALL TO ORDER
- 2. PLEDGE OF ALLEGIANCE
- 3. ROLL CALL
- 4. ACTION/APPROVAL OF THE AGENDA
- 5. IDENTIFICATION OF ACTUAL OR PERCEIVED CONFLICTS OF INTEREST.
- 6. ACTION/APPROVAL OF THE CONSENT AGENDA: The Consent Agenda is intended to allow the Board by a single motion approve matters that are considered routine or non-controversial. Here will be no separate discussion of these items unless a Board Member requests an item to be removed from the Consent Agenda and considered separately. Items removed from the Consent Agenda will be Considered under specific Agenda item numbers.

#### 7. REMOVED CONSENT AGENDA ITEMS

**8.** CITIZENS TO ADDRESS THE BOARD: This is an opportunity for Citizens to address the Board at this time or during a Public Hearing. Each Person will have 5 minutes. The Town Board encourages public comment by the following sources: Live at the Town Hall, virtually via ZOOM (see the Town Website for the link), or by submitting your comments, via email, to the Town Clerk at <a href="mailto:tammy@townofdolores.com">tammy@townofdolores.com</a> any time before the dated Board meeting.

#### 9. STAFF REPORTS/PRESENTATIONS:

9.1 Managers Report: Leigh Reeves

9.2 Attorneys Report: Jon Kelly

**9.3 Treasurers Report:** Heather Robertson

9.4 Commissioner Jim Candelaria

#### 10. TRUSTEES REPORTS AND ACTIONS:

**10.1** Mayor Chris Holkestad

10.2 Trustee Kalin Grigg

10.3 Trustee Sheila Wheeler

**10.4** Trustee Mark Youngquist

10.5 Trustee Chris Curry

10.6 Trustee Linnea Peterson

10.7 Trustee Marie Roan

#### 11. PUBLIC HEARINGS/ORDINANCE ADOPTION:

#### 12. ACTION/APPROVAL RESOLUTIONS:

#### 13. ADMINISTRATIVE BOARD BUSINESS:

**13.1 6.1 Special Event** liquor license permit for Harvestfest, by the Dolores Chamber of Commerce to be held September 28<sup>th</sup>, 2024, from 10:00 a.m. to 6:00 p.m., at Joe Rowell Park.

#### 14. UPCOMING BOARD, COMMITTEE AND SPECIAL GROUP MEETINGS:

- 14.1 Dolores Community Center Advisory Committee August 27th, 2024, 6:00 p.m. Town Hall
- 14.2 Planning and Zoning Meeting September 3<sup>rd</sup>, 2024, 6:30 p.m. Town Hall
- 14.3 Parks/Playground Advisory Committee, September 5th, 2024, 6:00 p.m. Town Hall
- 14.4 Board Meeting September 9th, 2024, 5:30 p.m. Town Hall
- 14.5 Board/Workshop meeting September 21, 2024, 5:30 p.m. Town Hall
- **14.6** San Juan National Forest Beetle Kill Tour September 3<sup>rd</sup>, 2024, from 11-4 p.m.

#### 15. ADJOURNMENT:

	94.40	31,243.86	29,495.06	
293.09 This is for copies of flyers which the Town provided	293.09	2,257.38	6,616.06	10-700-522 Capital Expenditures
	100.00	58.00	58.00	10-700-521 Bazaar Expenses
	0.00	600.00	0.00	10-700-520 Landscaping
	85.90	2,898.89	2,490.26	10-700-519 Trash Removal
	35.89	1,595.64	572.75	10-700-518 Telephone/Internet
	104.09	2,564.15	2,669.00	10-700-517 Gas
	45.91	4,718.51	2,166.04	10-700-516 Electric
	63.60	1,231.22	783.04	10-700-515 Supplies
	451.39	1,659.07	7,488.91	10-700-514 Maintenance
	42.33	2,400.00	1,016.00	10-700-513 Manager
	41.67	4,800.00	2,000.00	10-700-512 Janitor
96.70 This is included in Janitor and Manager	96.70	3,061.00	2,960.00	10-700-511 Insurance
	19.85	3,400.00	675.00	10-700-510 Event Cleaning
				Expenses
	64.00	34,509.99	22,086.43	
	75.33	29,220.00	22,011.50	10-600-513 Use Donations
0.00 Included in Use Donations	0.00	2,750.00		10-600-512 Montezuma County
	374.84	19.99	74.93	10-600-511 Interest
0.00 included in Use Donations	0.00	2,520.00		10-600-510 Bazzar
				Revenue
*Should be 66%	% of Budget Used	YTD 2024 Budget	YTD 2	COMMUNITY CENTER YTD

COMMUNITY CENTER YEAR END	Projected	Projected 2024 Budget	% of Budget Used
Revenue			
10-600-510 Bazzar	2,469.60	2,520.00	98.00
10-600-511 Interest	100.00	19.99	500.25
10-600-512 Montezuma County	2,695.00	2,750.00	98.00
10-600-513 Use Donations	28,635.60	29,220.00	98.00
	33,900.20	34,509.99	98.23
Expenses			
10-700-510 Event Cleaning		3,400.00	0.00
10-700-511 insurance	2,960.00	3,061.00	96.70
10-700-512 Janitor	5,000.00	4,800.00	104.17
10-700-513 Manager	6,956.00	2,400.00	289.83
10-700-514 Maintenance	8,000.00	1,659.07	482.20
10-700-515 Supplies	1,231.22	1,231.22	100.00
10-700-516 Electric	4,718.51	4,718.51	100.00
10-700-517 Gas	2,669.00	2,564.15	104.09
10-700-518 Telephone/Internet	1,595.64	1,595.64	100.00
10-700-519 Trash Removal	2,898.89	2,898.89	100.00
10-700-520 Landscaping	600.00	600.00	100.00
10-700-521 Bazaar Expenses	58.00	58.00	100.00
10-700-522 Capital Expenditures	6,616.06	2,257.38	293.09
	43,303.32	31,243.86	138.60

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Ending Balance Regular Ending Balance HI Fl	Ending Balance	Bazaar Expenses Capital Expenditures Total Expenses	Water & Sewer	Telephone	Gas	Supplies	Sprinkler System	Snow Removal	Property lax	Miscellaneous	Manager	Liquor Licenses	Lawn	Janitor	Insurance	Fund Raiser Expenses	Topo	Facebook	Event Cleaning	Diles	Advertising	Expenses Accounting	Total Income	Grants	Deposit Checks Not Cashed	Less Deposit Refunds	Use Donations	Montezuma County	Interest	Fund Raisers	Donation	Income	pegalling paralice min	Beginning Balance
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#### **EXISTING CODE**

- 5.04.040 Special events business license.
- (a) Any person or organization conducting or sponsoring a special business or fundraising event must apply for and obtain a special events business license from the town and pay the fee therefor. Applications for a license shall be made on forms provided by the town clerk. No special events business license for an event occurring on town-owned property or right-of-way shall be issued without the applicant or person or organization sponsoring the event having first obtained a permit from the town to use or occupy the town-owned property as required by <u>title</u> 12, <u>chapter 12.06</u> of this code.
- (b) Applications for a special events business license must be submitted not less than sixty days prior to the date of the special event and must identify the name and address of each person or organization sponsoring the event. Applications must be accompanied by a written plan describing, at a minimum, the manner in which the special event shall be conducted, including, without limitation, (i) a description of all proposed activities and any booths or other structures to be constructed or utilized, (ii) a list of all transient merchants and other businesses participating in the special event, and (iii) whether a street closure will be necessary.
- (c) Applications for a special event business license shall be approved or denied by the town manager. No license shall be issued for an event on town-owned property or right-of-way without written verification that the licensee has and shall continue to maintain general liability insurance sufficient to insure and indemnify the town against any injury to person or property that might arise from or during the event. Insurance coverage shall be in amounts not less than those recovery limits set forth in the Colorado Government Immunity Act, Section 24-10-114, C.R.S., or any successor statute thereto.
- (d) All licensees shall inform each person or organization intending to make, or making, any retail sale at the special event of their duty to secure a Colorado sales tax license and to collect and remit the appropriate sales taxes, unless the event sponsor or organizer elects to collect and remit such taxes under its own sales tax license, if any.
- (e) Where the event sponsor or organizer elects to collect sales taxes under its own sales tax license, said sponsor or organizer shall submit to the town clerk within thirty days after the conclusion of the special event a written financial report reflecting, at a minimum, total sales of goods and/or services generated at the special event and the total sales tax revenues collected. Compliance with the reporting requirements in this subsection shall be in addition to any required sales tax reporting due to the Colorado Department of Revenue.
- (f) Any transient merchant or business authorized by the event sponsor to participate in a licensed special event shall be exempt from having to obtain an individual business license to conduct business at such event.

(Ord. No. 496, § 2, 3-8-2010)

#### PROPOSED CODE

#### 5.04.040. - SPECIAL EVENTS BUSINESS LICENSE

Section 5.04.041. - Purpose.

The purpose of this chapter is to provide for and regulate the use of public property to minimize the impacts of large groups and to ensure that public property is reasonably available and safe for use by the public.

Section 5.04.042. - Definitions.

As used in this chapter, the following terms shall have the following meanings:

Demonstration means a rally, picketing, protest, speechmaking, march, vigil, religious service or

Public property means any property owned or controlled by the Town and open to the public or available for public use, including without limitation public streets, rights-of-way, sidewalks, parks, open space, facilities and public buildings.

Special event means a planned event involving a gathering of 50 or more people which occurs on parks, streets or other public property, including without limitation block parties, parades, festivals, walks, running or bicycle races, fundraisers, picnics, or sports tournaments, but excluding demonstrations.

Section 5.04.043. - Permit required.

It is unlawful for any person to stage, hold, present, or conduct a special event within the Town without a valid permit issued under this chapter.

Section 5.04.044. - Exemptions.

The provisions of this chapter shall not apply to an indoor event or including an event at the Dolores Community Center.

Section 5.04.043. - Application.

- A. Any person desiring to sponsor or conduct a special event shall file an application with the Town Manager's office on a form supplied by the Town.
- B. Each application shall be accompanied by a signed indemnification agreement stating that the applicant, in exchange for issuance of the permit, agrees to reimburse the Town for any costs incurred by the Town in repairing damages to public property caused by the applicant, sponsors, invitees, or participants of the special event or demonstration and agreeing to defend the Town against, and indemnify and hold the Town harmless from, any liability to any person or property that arises from or is related to the special event or demonstration.

- C. Each application shall be accompanied by a nonrefundable application fee in such amount established by resolution of the Town Council. Demonstration permits shall not be subject to an application fee.
- D. Each application from an entity shall provide a certificate of good standing from the Colorado Secretary of State.
- E. Each application from a not for profit organization shall provide proof of its tax exempt status.
- F. Each application from an entity shall disclose the name, address, phone number and email address of the event organizer authorized to act on behalf of the entity and be accompanied by a resolution signed by the governing board of the organization.

#### Section 5.04.044. - Review; decision.

- A. Upon receipt of a complete application, the Town Manager shall transmit copies of the application to such persons, agencies, or departments as the Town Manager deems appropriate. Within ten days, the referral agencies shall provide the Town Manager with any comments concerning the application.
- B. The Town Manager shall recommend approval, denial or conditional approval an application for a special event permit to the Board of Trustees within 40 days of receipt of the completed application.

#### Section 5.04.045. - Criteria for denial; conditions.

- A. The Board of Trustees shall apply the following criteria in determining whether to grant or deny special event permit:
  - 1. Whether information contained in the application or supplemental information obtained from the applicant is found to be false in any material detail;
  - 2. Whether the applicant is not legally competent to contract under Colorado law;
  - 3. Whether the applicant or the person on whose behalf the application is made has failed to pay costs, fees, or deposits for a previous special event or demonstration permit within the preceding five years; or the applicant has failed to pay the Town for damages arising from a previous special event or demonstration held by the applicant, regardless of when such event was held;
  - 4. Whether the applicant has failed to abide by the requirements or conditions of a previous permit within the preceding five years;

- 5. Whether the special event will conflict with: a special event or demonstration for which a permit has already been issued; a Town-sponsored event; or an annual special event which is reasonably expected to be held again, but for which an application has yet to be submitted.
- 6. Whether the location of the special event will substantially interfere with any scheduled construction or maintenance work;
- 7. Whether the special event will cause significant disruption in the ability of the Town to deliver or provide essential governmental services;
- 8. Whether adequate sanitation and other required health facilities are not and cannot be made available at or sufficiently near the proposed special event or demonstration area(s); or
- Whether sufficient parking is not available near the location of the special event or demonstration to accommodate the number of vehicles reasonably expected, and an acceptable transportation and parking plan to provide adequate parking has not been submitted.
- B. The Board of Trustees may impose reasonable conditions on approval of a special event, when necessary to protect the public health, safety, and welfare of the public, including without limitation:
  - 1. Alteration of the date, time, duration, frequency, route or location of the special event;
  - 2. A deposit in an amount the Board of Trustees finds is appropriate based upon an estimate of the actual costs to be incurred by the Town in the clean-up of the special event:
  - 3. Proof of insurance demonstrating that the permittee has in effect a policy of general liability insurance in an amount determined by the Town Manager based upon issues routinely considered by the Town in evaluating loss exposures;
  - Conditions concerning parking, pedestrian or vehicular traffic, including without limitation restricting the special event or demonstration to only a portion of a street or right-of-way;
  - 5. Traffic control requirements, such as traffic cones, barricades or other traffic control devices:
  - 6. Provision of emergency access and first aid or sanitary facilities;

- 7. Supplemental fire protection or law enforcement personnel to be present at the special event;
- 8. Notice of the special event or demonstration to surrounding neighborhoods;
- 9. Restrictions on the number and type of vehicles, animals or structures and inspection and prior approval of floats, structures and decorated vehicles;
- 10. Required trash receptacles, cleanup and restoration of property;
- 11. Restrictions on amplified sound;
- 12. Designation of a contact person with decision-making authority who will be continuously available to law enforcement personnel and present at the special event or demonstration;
- 13. Provide proof that a sales tax has been obtained by the applicant or that the applicant is exempt from sales tax;
- 14. Require that event vendors obtain a sales tax license unless taxes are collected by the event sponsor or organizer;
- 15. Require that the event sponsor or organizer submit to the town clerk within thirty days after the conclusion of the special event a written financial report reflecting, at a minimum, total sales of goods and/or services generated at the special event and the total sales tax revenues collected. Compliance with the reporting requirements in this subsection shall be in addition to any required sales tax reporting due to the Colorado Department of Revenue.

Section 5.04.046. - Duties of permittee; posting.

In connection with the holding of the special event for which a permit is issued, a permittee shall:

- A. Comply with all of the terms and conditions of the permit and all applicable Town ordinances, the rules, regulations and policies adopted by the Town Manager pursuant to Section 5.04.050, and state and federal law;
- B. Permit inspection of its records and special event facilities by the Town Manager for the purpose of determining the permittee's compliance with the terms and conditions of the permit; and
- C. Ensure that a copy of the permit is continuously posted in a conspicuous location at the site of the special event throughout the duration of the event.

D. Notify and ensure that all vendors of the special event are notified of the rules and conditions of the permit and where applicable of their duty to obtain a sales tax license.

Section 5.04.047. - Suspension; revocation.

- A. The Board of Trustees or the Town Manager may suspend or revoke a permit at any time prior to the special event or demonstration if: conditions change or facts come to light so that the application could have been denied in the first instance; or the terms of a conditional permit have not been satisfied in the time specified for meeting the condition.
- B. The Town Manager may suspend or revoke a permit during the course of the special event or demonstration if: continuation of the special event or demonstration presents a clear and present danger to the participants or the public health, safety or welfare; or the special event or demonstration fails to comply with any condition of the permit or any applicable law.
- C. In deciding whether a permit should be suspended or revoked, the Board of Trustees or Town Manager shall consider: the nature and seriousness of the issue; the corrective action, if any, taken by the permittee; and the likelihood of recurrence.
- D. No application fees paid by a permittee in connection shall be refunded if such permit is suspended or revoked.

Section 5.04.048. - Permit non-transferable.

A permit is non-transferable and non-assignable. Any attempt to transfer or assign such permit voids the permit.

Section 5.04.049. - Relationship to other ordinances.

- A. The permittee shall ensure that the special event or demonstration complies with all other applicable law. Specifically:
  - 1. A permit issued under this chapter is not a special events liquor license. If alcoholic beverages are to be served, the permittee must obtain the required permit or approval.
  - 2. A development permit or building permit may be required depending upon the size and scale of any temporary structures proposed to be used in connection with the special event or demonstration.
  - Notwithstanding the foregoing, a permit issued under this chapter may authorize the
    permittee to display temporary signage in connection with the special event or
    demonstration, if the signage is included in the application and approved as part of the
    permit.

Section 5.04.050. - Rules, regulations and policies.

The Town Manager is authorized to adopt administrative rules, regulations and policies as may be necessary for the proper administration of this chapter.

Section 05.04.051. - Violation and penalty.

- A. It is unlawful to violate any provision of this chapter. Violations of this chapter shall be punished as set forth in Chapter 1.12.010.
- B. In addition to all other available remedies, a special event without a valid permit issued pursuant to this chapter may be enjoined by any court of competent jurisdiction.

#### PROPOSED ADDITIONS TO THE TOWN'S LIQUOR CODE

#### Section 5.24.150. - Festival permits.

- A. Permit required. A licensee who wishes to host a festival shall first obtain a permit from the State and the Town, except a limited winery or winery licensee need not obtain a festival permit from the Town. A licensee applying for both a festival permit and a special event permit from the State need not obtain a festival permit from the Town.
- B. Eligible licensees. The following license types are eligible to apply for a festival permit:
- 1. Beer and wine;
- 2. Brew pub;
- 3. Distillery pub;
- 4. Hotel and restaurant:
- 5. Manufacturer:
- 6. Tavern;
- 7. Vintner's restaurant; and
- 8. Wholesaler.
- C. Participation. The licensee who hosts the festival shall be the licensee who files the application for the festival permit; provided that other licensees of the types described in subsection B hereof may jointly participate under the permit.
- D. *Number*. Each festival permit shall allow the licensee to hold nine festivals during the 12-month period following the permit is issued.
- E. Hours. In no case shall a festival be held for longer than 72 hours.
- F. Application—Application for issuance of a festival permit. The applicant for a festival permit must:
- 1. Specify the licensed premises for the festival to be held; and
- 2. File the application with the Town Clerk at least 30 days before the festival is to be held.
- 3. Identify controlled access and boundaries to the festival for alcohol consumption, comply with security requirements deemed necessary by the Town, agree to adherence to nuisance issues, including trash removal and noise.
- 4. Pay the required application fee as set by the fee schedule pursuant to <u>Section 2.34.010</u> of the Code.
- G. Denial. The Town Clerk may deny an application for the following reasons:
- 1. A documented history of liquor violations;

- 2. The filing of an incomplete or late application; or
- 3. A finding that the application, if granted, would result in violation of State or local laws, rules, or regulations.
- H. Supplemental applications. To hold any additional festival after the initial festival, which was described in the initial application, the permittee must notify the State and the Town Clerk at least 30 days prior to the additional festival being held of an intent to host a subsequent festival. If the Town is notified at least 30 days in advance of the subsequent festival, the subsequent festival is presumed to be approved unless the Town Clerk has grounds to deny the subsequent festival provided by subsection G of this section.

#### **Chapter 5.25- Entertainment District**

#### Section 5.25.010. - Definitions.

As used in this Chapter, the following words shall have the following meanings:

Common consumption area means a pedestrian area located wholly within the Entertainment District and approved by the Local Licensing Authority that uses physical barriers to close the area to motor vehicle traffic and limit pedestrian access.

Common Consumption Area Law means Sections 44-3-301(11), 44-3-309, 44-3-910 of the Colorado Revised Statutes, as amended.

Entertainment *District* means the Town of Dolores Entertainment District with a size no more than one hundred (100) acres and containing at least twenty thousand (20,000) square feet of premises licensed as a tavern, hotel and restaurant, brew pub or vintner's restaurant at the time said District is created.

*Licensee* means a person to whom a license is granted by the Local Licensing Authority to manufacture or sell alcoholic beverages as provided under the Colorado Liquor Code.

Local Licensing Authority means the Board of Trustees of the Town of Crested Butte.

*Promotional Association* means an association that is incorporated within the State of Colorado that organizes and promotes entertainment activities within a common consumption area, is organized or authorized by two (2) or more persons who own or lease property within the Entertainment District and is certified by the Local Licensing Authority.

In addition to the definitions provided above, the other defined terms in Section 44-3-103, C.R.S. are incorporated into this Article by reference.

#### Section 5.25.020. - Creation of entertainment district and general requirements.

A. In order to exercise the Town's local option to allow common consumption areas in the Town and to effectuate the purposes and intent of Section 44-3-301(11), C.R.S., there is hereby designated the "Town of Dolores Entertainment District" whose boundaries include: TBD

- B. Properties may be included or excluded from the Entertainment District by resolutions of the Board of Trustees. By establishing the Entertainment District, the Town authorizes the licensing of designated common consumption areas in which alcoholic beverages may be sold and consumed subject to the requirements of this Article, the Code and the Common Consumption Area Law.
- C. The Local Licensing Authority has the following powers with respect to common consumption areas and promotional associations:
  - 1. Designate one (1) or more common consumption areas;
  - 2. Certify or decertify a promotional association;
  - 3. Authorize, de-authorize or refuse to authorize or reauthorize a licensee's attachment of licensed establishment to a common consumption area;
  - 4. Impose reasonable conditions of approval on the licensing of common consumption areas, certification of promotional associations or the attachment of licensed establishments to common consumption area; and
  - 5. Exercise all powers necessary to effectuate the purposes of the Common Consumption Area Law.
- D. The standards for common consumption area licenses issued to promotional associations shall be in addition to all other standards applicable under this Article, the Code and the Colorado Liquor Code.
- E. Decisions on applications for common consumption areas, promotional associations and inclusions and exclusions from the common consumption area shall be made by the Local Licensing Authority within thirty (30) days of receipt of a complete application therefor. A decision to deny any such application by the Local Licensing Authority shall be in writing and shall be provided to the applicant within five (5) business days of the decision having been rendered.

#### Section 5.25.030. - Communal outdoor dining areas.

- A. *Licensees eligible*. The following types of licensees are eligible to have a communal outdoor dining area:
- 1. Beer and wine licenses:
- 2. Beer wholesaler that operates a sales room authorized under C.R.S. § 44-3-407(1)(b)(l), as amended;
- 3. Brew pub;

- 4. Distillery pub;
- 5. Fermented malt beverage retailer licensed for consumption on the premises;
- 6. Hotel and restaurant;
- 7. Limited winery;
- 8. Lodging and entertainment facility;
- 9. Manufacturer that operates a sales room authorized under C.R.S. § 44-3-402(2) or (7), as amended;
- 10. Optional premises;
- 11. Tavern; and
- 12. Vintner's restaurant.
- B. Authorized. Communal outdoor dining areas are hereby authorized provided that at least two licensees have applied to share the communal outdoor dining area and each licensee has:
- Obtained a permit from the State Licensing Authority;
- 2. Obtained the following approvals from the State Licensing Authority and the local licensing authority:
- i. For the attaching of the liquor license of the licensee to the communal outdoor dining area; and
- ii. For a modification of the licensee premises to include the communal outdoor dining area.
- 3. Established that the communal outdoor dining area is within 1,000 feet of the permanent licensed premises of each licensee;
- 4. Have a right to occupy the premises sought for the communal outdoor dining area; and
- 5. Established the physical boundaries of the communal outdoor dining area in a manner to assure to the satisfaction of the local licensing authority that alcohol beverages will be kept within the physical boundaries of the communal outdoor dining area.
- 6. Paid the required application fee as set by the fee schedule pursuant to <u>Section 2.34.010</u> of the Code.
- C. Special event *permittees*. Special event permittees may hold a special event in a communal outdoor dining area, provided that such permit holder agrees, in writing, to comply with all State and local liquor laws, rules, and regulations and has written permission of the licensees of the communal outdoor dining area to hold the special event in the communal outdoor dining area.
- D. State rules. Each licensee with an approved communal outdoor dining area shall comply with all applicable State rules, as amended.

DR 8439 (09/19/19)
COLORADO DEPARTMENT OF REVENUE
Liquor Enforcement Division
(303) 205-2300

## Application for a Special Events Permit

Departmental Use Only

303) 203-	2300						rer	HHE							
in order t	o qualify fo	r a Specia	al Events	s Permit, You N	lust Be a Qu	ualify	ring Or	ganizatio	n Per 4	4-5-102	C.R.S.				
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Event Mar	nager Home	Address (S	Street, Cil	ly, State, ZIP)							Email Ad	dress of Ev	ent Manag	er	
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8. Does th	ne Applicant	Have Poss	session o	r Written Permis	sion for the U	se of	The Pre	mises to b	Licens	ed? X	Yes N	lo			
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Town of Dolores 420 Central Ave P O Box 630 Dolores, CO. 81323 Phone 970-882-7720 Fax 970-882-7466

### JOE ROWELL PARK APPLICATION/AGREEMENT

THE LIGHT OF THE STATE OF THE S
DATE OF APPLICATION: 8/21/24
General Information
1) Will you be applying for a Special Event permit? Yes No
If you are a non-profit and will be applying for a Special Events permit for alcohol there is a minimum 60 day process. Please inquire at the Dolores Town Hall 970-882-7720. (See page #4 for supplemental requirements.)
2) Describe area and provide a detailed drawing of location and layout for the event.  Soccer Fields at JRP
Organization/ Group Name: Dolores Chamber of Commerce
Contact Person's Name: Susan Lisak
Mailing Address: PO Box 602, Dolores CO 81323
Phone Number: E-mail: doloreschamber@gmail.com
Cell Number: 970-426-9902
Alternate Contact Person: Deanna Truelsen E-mail: dd.truelsen@gmail.com
Phone Number:Cell Number 970-394-9158
3) Date and Times of Use Sep 28, 2024 from: 10am to: 6pm
4) Purpose of Use
DOLORES HARVEST FESTIVAL
5) Activities:
Vendors, Beer Garden, Kids Games, Car Show, Music

6) Size of Group ~1000 people										
7) Park/Pavilion use fees										
Under 100										
Single day	\$50	\$								
Multi-day	\$250	\$								
Over 100										
Single day	\$250	\$ <u>\$250</u>								
Multi-day	\$500	\$								
Damage Deposit:	\$100 small group	\$								
	\$500 large group	<b>\$ \$ 5 0 0</b>								
8) Additional fees:										
Ball fields free for sports use	).									
for other than sports games:		\$								
Electricity use:	•									
Accessory power pol-	e: \$10.00/day	\$ <u>\$10</u>								
	\$10.00/day	\$								
Equipment loans:	\$25.00/day	\$								
Parking lot closure:	\$10.00/day	\$								
	Total Fees:	<b>\$ \$260</b>								
9) PAYMENT in Separate Checks Please: Fee \$260 Deposit \$500										
9) PAYMENT in Separate Checks Please:	Fee Deposit Deposit									
X Clean up the area used X Provide portable toilets (see X Provide trash removal servi X Provide law enforcement Provide security X Provide fencing Access to second street gate X Permission to enter grass a	dance with Town of Dolores Ordinance #497 e page 4) ces (see page 4)  rea with a vehicle (sprinklers to be marked FE- Town Staff requires 1 week notice minimum.	1 in advance. NO ONE will								
	Camping									
	Саприя									
Camping in designated areas only with priorTent camping \$5 per person per nightRV \$15 per vehicle per night										
Campsite Location:	Approved:									
Authorized Signature:	m Risale Date: 8/21/2	24								

#### Familiarity with the Law

Applicant acknowledges that he / she have been provided with a copy of the Town of Dolores Municipal Code Chapter 12.06 "Use of Public Places" and that Applicant has read and become familiar with such law. Further, by signing this Agreement, Applicant agrees to be bound by the terms, provisions and requirements of the said Chapter 12.06 of the Town of Dolores Municipal Code.

#### **Payment of Costs**

The Applicant hereby agrees to pay the Town of Dolores upon request, or within 30 days hereafter, the actual costs incurred by the Town of Dolores in providing any additional municipal services that may be required as a result or which shall arise from the Applicant's use of the park. Such costs may include any regular or overtime salaries for town personnel, and the use of Town equipment and fuel for such equipment.

#### Insurance

The applicant shall pay for and provide public liability and spectator's insurance in the following amounts: at least \$150,000 per occurrence / \$600,000 per aggregate occurrence. The Town of Dolores must be included as a named insured on your insurance policy, and a loss payable clause must be received prior to the event. Such coverage must be in full force and effect throughout the entire time Applicant uses the park. If, for any reason, the required insurance is not in full force and effect on the dates and times specified in this Section 9, the Town's permission to use the park shall be deemed to have been revoked and the Applicant shall not be permitted to use the park. Evidence of the required insurance shall be filed with and approved by the Town Manager at least one week prior to the commencement of Applicant's use of the park.

#### **Conduct of Applicant**

Applicant shall see that all members, guests, participants, spectators and others shall act in a responsible manner at all times while using the park, and the special event(s) sponsored by the Applicant shall be held in such a manner so as to cause the least amount of disturbance to those persons residing near the park and to minimize the damage to public property.

#### Waste and Sanitation Facilities

Applicant shall insure that sufficient waste containers and port -a - pots be supplied should the number of attendees exceed normal handling capacities of those facilities on site or provided by the Town.

#### **Damages**

Applicant hereby assumes financial responsibility for all damages done to public property during the time Applicant uses the park, and Applicant agrees to pay for any damages done to public property during such usage.

#### **Revocation of Permit**

This Permit may be revoked at any time by the Town.

#### Authority

The undersigned person represents and warrants to the Town and he / she is fully authorized to execute this Agreement on behalf of the Applicant. By signing this application the Applicant acknowledges their commitment to abide by the laws of the Town of Dolores and the conditions of this Agreement.

Signature Date: 8/21/24	Printed Name Susan Lisak	
Town Manager Approval	Date	

## OFFICE OF THE SECRETARY OF STATE OF THE STATE OF COLORADO

#### CERTIFICATE OF FACT OF GOOD STANDING

I, Jena Griswold, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

Dolores Chamber of Commerce

is a

#### Nonprofit Corporation

formed or registered on 07/02/1986 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 19871679667.

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 08/20/2024 that have been posted, and by documents delivered to this office electronically through 08/21/2024 @ 17:29:45.

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 08/21/2024 @ 17:29:45 in accordance with applicable law. This certificate is assigned Confirmation Number 16317451 .



Secretary of State of the State of Colorado

Notice: A certificate issued electronically from the Colorado Secretary of State's website is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's website, https://www.coloradosos.gov/biz/CertificateSearchCriteria.do entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our website, https://www.coloradosos.gov.click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."



#### **CERTIFICATE OF LIABILITY INSURANCE**

DATE (MMI/DD/YYYY) 07/17/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(les) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

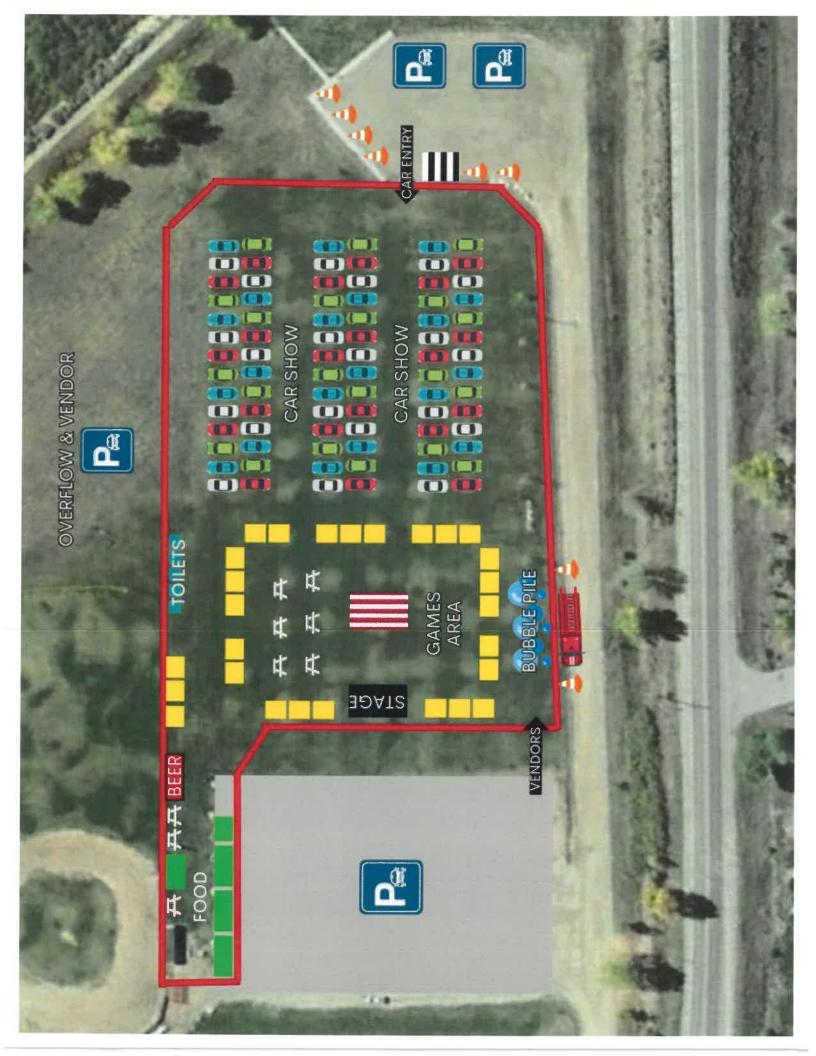
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ACORD 25 (2016/03)

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#### **Town Manager's Report**

Date: August 21st, 2024

To: Board of Trustees

From: Leigh Reeves

- Old Townhall demo/New Townhall The maintenance team is working to get new sprinkler lines installed. We will move the fence to just the building imprint and keep there until the grass is filling in.
- New Townhall We are pouring new concrete with ADA compliant sidewalks around the building. We need to remove some of the asphalt. We will be laying curb and gutter along 6<sup>th</sup> St to the west of the building. We will be putting in new asphalt and repainting the parking lot. We will have a one-way entrance so we can accommodate large trucks, so we will be parking at an angle. Ken and I are working on a supplemental to our original grant from DOLA to cover half the expense. Part of this money will go to the contractor we worked with for project management to get the asbestos removed and the old townhall taken down.
- P&Z We are working with Elizabeth Garvin to change the CMU/DMU to a conditional provision so that homeowners can put an ADU on their property in those zones. If we move forward it will come from the commission and require two public hearings. Additionally on the September 9<sup>th</sup> meeting we will have the Plat review for the Fire Protection District.



- Flanders Park bathroom We received our first payment from CDOT of approximately \$88K, that will leave us \$77K for the next installment. We will be paying the rest out of reserves, which you voted on about 6 weeks ago.
- We met with Mike Wight of GOCO at the last parks meeting. He gave us solid feedback about our grant. The final application is being circulated for final comments. We will be asking for \$776K from GOCO and budgeting for our portion of the match. Mike suggested we put in the \$500K from the original playground build in 2020. This will bring the total commitment for JRP to \$1.7M over 6 years if we get the grant. It is due on September 12th.
- We have one more festival to discuss for the year. Harvest Fest is scheduled from 10am to 6pm on Saturday, September 28th. We could have it in either JRP or Flanders. It is generally smaller than Escalante days but we need to get input from everyone.
- The Maintenance team installed three 16' speed bump strips on 4th street. Please keep in mind we will be pulling these up at the first snowfall. Three people have come in person to townhall to complain about the speed bumps on 4th St. I am sure we will be discussing this further.
- We have hired a new maintenance team person, Jess Gray. He started on Monday, August 20th.
- We sent 35 weed letters on the 7<sup>th</sup> and 8<sup>th</sup> of August. 30% of people have complied and mowed their weeds.



- Nick Mustoe of the Forest Service has invited anyone on the Board to a public viewing and discussion of beetle kill areas in the San Juan Forest on September 3<sup>rd</sup>. Please let me know if you are interested.
- I am working on a committee put together by Nina Williams, Dolores
  Watersheds Collaborative Wildfire Ready Action Plan, (DWC WRAP) The
  stakeholders in the upper Dolores Watershed have long understood the
  essential connection between forest health and watershed vitality, recognizing
  that each depends on the other for resilience.
   I am on the selection committee for our vendor partner to help with outreach
  and planning for the vitality and safety of the Upper Dolores Watershed. This is
  in alignment with one of our retreat goals.
- I met with Chris Majors to discuss the 2023 audit. We will discuss it at the workshop.
- I am working with Megan Talmedge from Pleasant View Farms to replace trees
  that have died that were tributes to citizens in the community. They donated
  money and we put in trees and a plaque for their donation. We are replacing
  trees that died next week to honor our commitment to the families that donated
  funds.
- Affordable housing grant with DOLA We paid Rural homes for work before it
  was done in 2022. The amount they billed us was not what the actual work
  cost. We will need to get the incorrect money from Paul Majors. It is around
  \$4500.