**CITY OF CREEDE** **MEETING AGENDA** **CREEDE TOWN HALL**
**BOARD OF TRUSTEES** **July 21, 2015, 5:30 PM** **2223 N. MAIN STREET**

SPECIAL MEETING

I. CALL TO ORDER

II. ROLL CALL

III. REVIEW AGENDA

IV. NEW BUSINESS

a. Approve/Disapprove Bohannan Huston Preliminary Engineering Report

b. Accept 2015 Audit from Blair & Associates P.C.

c. Approve/Disapprove Project Budget RGA Replatting

d. Schedule Lagoon Annexation Public Hearing October 6, 2015

V. ADJOURN

REGULAR WORK SESSION

- School Gym Update
- Recycle Building
- Park Restroom Follow-Up
- More info on Housing from Clyde
- Midwest Deed Review
- Draft CRT Shipping Container Letter

Any Other Business

Posted 7/17/15

OPEN TO THE PUBLIC

MERRICK & COMPANY
McLaughlin Water Engineers
A Division of Merrick & Company

Merrick-McLaughlin Water Engineers
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Denver, Colorado 80211
Tel: +1 303-964-3333
Fax: +1 303-964-3355

www.merrick.com

June 29, 2015

Town of Creede
c/o Mr. Clyde Dooley, Town Administrator
Box 457
Creede, Colorado 81130

**RE: *REPLAT RIO GRANDE TO LOMA***

Dear Clyde:

Merrick-McLaughlin Water Engineers is pleased to present this proposal to re-subdivide the area between Rio Grande Avenue on the east and Loma Street on the west and between West 3rd Street on the north and West 5th Street on the South.

As we understand it, this area is owned outright or otherwise controlled by the Town of Creede. The purpose of the re-subdivision is to create buildable lots in conformance with the existing R-1 zoning. The plat will also provide sufficient rights-of-way to contain the existing water and sewer utilities, provide spaces for surface drainage and underground utilities and to create new street and alley corridors between Loma and the existing neighborhood.

The plat will be reviewed through the Town subdivision process by moving directly to a Final Plat. The Final Plat will incorporate the design concepts previously prepared by us and as reviewed in several public meetings. These concept plan reviews will be considered to satisfy the Sketch Plan and Preliminary Plat portions of the Subdivision Regulations.

Merrick-McLaughlin will be the lead consultant for the project. The Surveyor Keith Luttrell with Davis Engineering in Alamosa will prepare the Final Plat document. The process will require the involvement of a title insurance company to prepare a Title Commitment that will affirm the surface ownership and identify any mineral estates and any other liens, easements, reservations or encumbrances to title. We will ask for suggestions from the city and the surveyor to select a knowledgeable title insurance company who is familiar with the city's ownership patterns.

## SCOPE OF SERVICES

Merrick-McLaughlin will provide the following services:

1. Coordinate the work of the surveyor and the selected title company to prepare a Final Plat in conformance with the Subdivision Regulations;
2. Prepare, compile and submit all required supporting documents as required by the Subdivision Regulations, including, but not limited to:

a. Research appropriate FEMA maps to determine if the property is within a Flood Plain Area;
b. Provide final design and specifications for the needed drainage improvements and site grading. Based on the preliminary Plat, it appears that no additional water or sewer main extensions will be necessary to serve the subdivision;
c. Prepare road cross-section and layout, including alignment and grades.

3. Based on the one-foot contour interval topographic map to be provided by the surveyor, prepare a grading and drainage plan for the subdivision;
4. The hearing process requires that the plat be presented in one or more public hearings and that a Subdivision Improvements Agreement be prepared. We can provide those services or you may wish to do your own plat presentation and either prepare yourself or have your legal counsel prepare the Subdivision Agreement.

The surveyor Davis Engineering will provide the following services:

1. Prepare a Final Subdivision Plat for the property that meets all requirements of the Creede Subdivision Regulations and is suitable for recordation with the Mineral County Clerk and Recorder;
2. Prepare a topographic survey of the property contained within the platted area. The survey will be prepared with a 1-foot contour interval and will locate all existing surface utility improvements, including but not limited to: edge of asphalt, fire hydrants, manhole lids, utility pedestals and poles, water main valves, storm drainage channels and culverts, including all inverts in and out of pipes and inlets/outlets.

The selected title insurance company, licensed to do business in the State of Colorado, will provide the following services:

1. Prepare and continue to update to the date of plat recordation a Title Insurance Commitment to cover the entire tract to be subdivided;
2. Provide the names and addresses of all surface owners, mineral owners and utility companies located within the entire tract to be subdivided;
3. Provide the names and addresses of all surface and mineral owners within 100 feet of the entire tract to be subdivided.

**PROJECT BUDGET**

The project budget for this Scope of Services is as follows:

1. Merrick-McLaughlin will provide the services listed above for a fee based on our current hourly rate schedule for Town of Creede Engineering Services. The estimated budget for this work is approximately $10,000 which includes final design for the drainage improvements and overall lot and street grading, but does not include public presentations or a Subdivision Agreement. The final plan will show the limits and type of paving which should be adequate for you to obtain a paving proposal price from Todd.

$15,000 w. Title work.

2. The Surveyor Keith Luttrell has indicated to us that Davis Engineering can provide the surveying services listed above for a fee not to exceed $4,500.00 based on the hourly rate schedule as established by that company. We suggest that Davis work under direct contract to the Town but with the understanding that its work will be coordinated with Merrick-McLaughlin in consultation with the Town.

3. As with the Surveyor above, we suggest that the selected title insurance company will provide the services listed above under direct contract to the Town but with the understanding that its work will be coordinated with Merrick-McLaughlin in consultation with the Town. A price will be determined before any final selection is made.

If this Scope and fee structure are acceptable, please advise us and we will schedule a kick-off telephone conference among the three consultants and the Town.

Sincerely,

**McLaughlin Water Engineers**
A Division of Merrick & Company

Clay Wade, Landscape Architect

# QUIT CLAIM DEED

THIS DEED, Made this ____ day of August, 2015 between the **City of Creede**, a Colorado Town, Mineral County, Colorado; grantor, and **Creede Mining Heritage, Inc**.; grantee.

WITNESSTH, That the grantor, for and in consideration of the sum of ten dollars and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, has remised, released, sold and QUITCLAIMED, and by these presents does remise, release, sell and QUITCLAIM unto the grantee, its successors and assigns forever, all the right, title, interest, claim and demand which the grantor has in four abandoned buildings near Bachelor Loop Road approximately three miles north of Creede, Colorado, together with improvements, if any, situate, lying and being in the County of Mineral and State of Colorado, at the MidWest Mine site described as follows:

1. **One tin building approximately 20 feet by 15 feet; and**
2. **One wood building approximately 20 feet by 8 feet; and**
3. **One tin building approximately 5 feet by 7 feet; and**
4. **One wood building approximately 20 feet by 20 feet.**

TO HAVE AND TO HOLD together with all and singular the appurtenances and privileges thereunto belonging or in anywise thereunto appertaining, and all the right, title, interest and claim whatsoever, of the grantors, either in law or equity, to the only proper use, benefit and behalf of the grantees, their heirs and assigns forever.

IN WITNESS WHEREOF; Eric Grossman, Mayor of the City of Creede, Colorado, has executed this deed on the date set forth above.

City of Creede, a Colorado Town

_____
Eric Grossman
Mayor

Attest:

_____
Randi Snead
City Clerk

STATE OF COLORADO
County or Mineral

The foregoing instrument was acknowledged before me by **Eric Grossman**, the grantor this ____ day of August, 2015

_____
Notary Public
My commission expires: _____
Address: _____
_____

City of Creede
PO Box 457
Creede, CO 81130
Phone: 719-658-2276
manager@creedetownhall.com

# City of Creede

July 9, 2013

Ryan Prince
PO Box 269
Creede, CO 81130

RE: Second St. encroachment

Dear Ryan,

Thank you for bringing in the building permit application requesting permission to place a rented temporary shipping container in the parking places just south of the Ruth theatre.

As I was about to present the request to the Board of Trustees at their meeting Tuesday night, I learned the shipping container was already there. The Trustees understand how hectic things can get around the 4th of July and their meeting schedules often present problems of their own.

Overall the Trustees were not upset, but did want to make sure you understood their responsibility for public right-of-ways. The Trustees also asked me to see what your long term plans are for the shipping container. We understand from your notes on the application this is for "storage for summer scenery". The additional info we need is: The exact dates the container will be there and is this something you'll need every summer?

The City of Creede has an encroachment policy and the preliminary fee for your encroachment is six ($6.00) dollars a year. Please understand a request like this needs to come to the Board of Trustees by March or April of every year to adequately consider potential impacts.

Please contact me if you have any questions.

Respectfully,

Clyde Dooley
City Manager

DRAFT