The City Council meeting packets are prepared several days prior to the meetings and available for public inspection at City Hall during normal business hours the Monday prior to the meeting. This information is reviewed and studied by the City Council members, eliminating lengthy discussions to gain basic understanding. Timely action and short discussion on agenda items does not reflect lack of thought or analysis. Agendas are posted on the City's website, the City Hall bulletin board and at the Post Office the Friday prior to the Council meeting.

7:00pm Council Meeting

1. Call to Order.

2. Roll Call.
   Mayor
   Mayor Pro-Tem
   Council members
   Kathryn Heider
   Shirley Voorhies
   Judy Laratta
   Jeff Aiken
   Mary Bell

3. Pledge of Allegiance

4. Additions and/or Amendments to the Agenda.

5. Conflict of Interest.

6. Consent Agenda: The Consent Agenda contains items that can be decided without discussion. Any Council member may request removal of any item they do not want to consider without discussion or wish to vote no on, without jeopardizing the approval of other items on the consent agenda. Items removed will be placed under Action items in the order they appear on the agenda (this should be done prior to the motion to approve the consent agenda).

   Regular Bill lists through March 23, 2018; and
   City Council minutes; March 20, 2018.

PUBLIC FORUM/AUDIENCE PARTICIPATION — (public comment on items on the agenda not including Public Hearing items): the City Council welcomes you here and thanks you for your time and concerns. If you wish to address the City Council, this is the time set on the agenda for you to do so. When you are recognized, please step to the podium, state your name and address then address the City Council. Your comments should be limited to three (3) minutes per speaker. The City Council may not respond to your comments this evening, rather they may take your comments and suggestions under advisement and your questions may be directed to the City Manager for follow-up. Thank you.

PUBLIC HEARING —

7. Ordinance No. 18-03: An ordinance of the City Council of the City of Central, Colorado conditionally authorizing the sale and transfer of City owned property. (Miera)

ACTION ITEMS: NEW BUSINESS — None

REPORTS —

8. Staff updates —

COUNCIL COMMENTS - limited to 5 minutes each member.

PUBLIC FORUM/AUDIENCE PARTICIPATION — for non-action items not Action or Public Hearing items on this agenda (same rules apply as outlined in the earlier Public Forum section).
EXECUTIVE SESSION – Pursuant to C.R.S. § 24-6-402(4)(b) to discuss specific legal questions related to Notice of Claim submitted to the City dated January 26, 2018.

ADJOURN. Next Council meeting April 17, 2018.

Please call Reba Bechtel, City Clerk at 303-582-5251 at least 48 hours prior to the Council meeting if you believe you will need special assistance or any reasonable accommodation in order to be in attendance at or participate in any such meeting.
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Grand Totals:  
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CITY OF CENTRAL
CITY COUNCIL MEETING
March 20, 2018

CALL TO ORDER
A regular meeting of the City Council for the City of Central was called to order by Mayor Heider at 7:02 p.m., in City Hall on March 20, 2018.

ROLL CALL
Present: Mayor Heider
Mayor pro tem Voorhies
Alderman Laratta
Alderman Aiken
Alderman Bell

Absent: None

Staff Present: City Manager Miera
Attorney McAskin
City Clerk Bechtle
Finance Director Robbins
Community Development Director Rears
Public Works Director Hoover
Utilities Director Nelson
Captain Ihme GCSO

Pledge of Allegiance was recited by all present.

ADDITIONS AND/OR AMENDMENTS TO THE AGENDA
The agenda was approved with the addition of a presentation by Sheriff Bruce Hartman.

CONFLICTS OF INTEREST
No Council Member disclosed a conflict regarding any item on the agenda.

CONSENT AGENDA
Alderman Laratta moved to approve the consent agenda containing the regular bill lists through March 14 and the City Council minutes for the meeting on March 6, 2018. Alderman Aiken seconded, and without discussion, the motion carried unanimously.

PUBLIC FORUM/AUDIENCE PARTICIPATION
Dave Josselyn, 344 E 1st High, asked for clarification on items on the bill list. Water Operator Beard explained the City pays to lease property from water intakes to the plant. Public Works Director Hoover offered that more than one truck seat was repaired as needed for ergonomics and safety due to high usage of those vehicles.
PRESENTATION
Sheriff Bruce Hartman presented a map of the evolution of Colorado counties with the frame made by long time local resident Roy Blake.

PUBLIC HEARING
Ordinance No. 18-02: An ordinance of the City Council of the City of Central, Colorado conditionally approving a Lease Agreement with Denver Adventures, LLC.
CDD Rears explained that this ordinance approves a lease agreement with Denver Adventures LLC to lease up to three acres of City-owned property at Chase Gulch Reservoir for adventure-related activities including zip lines and a ropes course. There have been several revisions to the agreement which includes a graduated payment plan (based on revenues generated by the Operator) for the use of the Leased Premises once the operation is fully established. The project is expected to increase revenue for the City directly as well as promote additional business activity over the long-term [greater than four years] in the downtown historic core as there are specific requirements within this agreement that that require pick-up and drop off will be within the downtown City core for the Operator to continue to utilize City property. Other than the $1 per year lease payment for use of the 2nd floor of the Visitor Center until 2021, there will be no direct revenue for the City. From year 2022, onward the City will receive a percentage of the gross revenue for the use of the leased area as detailed in the chart below. The specific amount of revenue the City would receive at that time is dependent on the success of the operation.

<table>
<thead>
<tr>
<th>YEAR</th>
<th>RENT AMOUNT/TERMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lease Years 1 (remainder of 2018), 2 (2019), 3 (2020) and 4 (2021)</td>
<td>$1.00/year, paid no later than April 30 of each applicable Lease Year</td>
</tr>
<tr>
<td>Lease Year 5 (2022) (Lessee shall have no right to occupy the Visitor Center on and after January 1, 2022)</td>
<td>2% of Lessee’s gross annual revenue earned from the Business Activities from Lease Year 4, paid no later than April 30 of Lease Year 5</td>
</tr>
<tr>
<td>Lease Year 6 (2023)</td>
<td>3% of Lessee’s gross annual revenue earned from the Business Activities from Lease Year 5, paid no later than April 30 of Lease Year 6</td>
</tr>
<tr>
<td>Lease Year 7 through Lease Year 15</td>
<td>4% of Lessee’s gross annual revenue earned from the Business Activities from Lease Year 6 through 15, paid no later than April 30 of immediately following Lease Year</td>
</tr>
<tr>
<td>First Option Term (if option exercised)</td>
<td>A renegotiated rate with a cap of 6% of Lessee’s gross annual revenue earned from the Business Activities from Lease Year 16 through 25, paid no later than April 30 of immediately following Lease Year</td>
</tr>
</tbody>
</table>
Second Option Term (if option exercised) | A renegotiated rate with a cap of 6% of Lessee’s gross annual revenue earned from the Business Activities from Lease Year 26 through 35, paid no later than April 30 of immediately following Lease Year

**Term:**
15-year initial term with the opportunity for two ten-year extensions for a maximum of 35-year use of the Reservoir property. Use of the 2nd Floor of the Visitor Center would conclude in 2021. At or prior to that date the Operator would be required to establish another location with the City’s historic core.

**Insurance:**
Workers Compensation, Comprehensive General Liability and Automobile Liability Insure will be required at acceptable levels ($500k-$2 Million).

**Indemnification of the City:** Included.

**Parking:**
Parking for this use by the public will be limited to the downtown core, as shuttles will be the only access to Dam Road for this activity.

**Public Use:**
The public will not be restricted from use of the Reservoir property, with the exception of the specific leased areas related to constructed improvements. Current and future trails constructed around the Reservoir property will be open to the public unless constructed for the sole purpose of accessing the adventure course and which are not necessary for overall trail network circulation.

**Plans:**
Once the Lease Agreement is finalized, the Operator will be required to survey the leased premises as well as provide a detailed “Operating Plan” of the use this calendar year. The Operating Plan will need to be reviewed and approved each year, as it relates to any planned expansion or phases of the use.

**Construction:**
Permits will be required for all grading and construction activity, ensuring conformity to the Land Development Code, 2015 International Building Codes and the Design Standards for Construction. Prior to any construction activity, the City will review and provide written authorization for the work, including the removal of any trees or other vegetation necessitated by the project. No trees will be removed without the advance written authorization of the City. The Operator desires to start construction this spring, in order to potentially open operations (for Phase 1 improvements) by late summer of 2018.

**Water Usage:**
Use of the water surface will be limited to what is permitted by law. It is expected to include the rental of watercraft for use on the reservoir, with limited to no skin contact with the water surface. Staff will bring forward a revision the City Municipal Code, Chapter 11, Article IV related to Regulations for Use of Chase Gulch Reservoir which would incorporate this; and clarify other uses conducted at this site.

**End of the Agreement:**
Once the agreement has ended, the Lessee is required to remove all the equipment within 90 days and return the site to a condition similar to what exists today. The City will hold a $10,000 deposit to ensure compliance and removal of the equipment which will be paid in tiers, with the full amount received by the end of 2019.

**Conditions of Approval:**
This Ordinance conditionally approves the Lease Agreement, and authorizes the Mayor to execute the Lease Agreement on behalf of the City once the following conditions have been satisfied:
(a) The City and Operator have caused a legal description and map of the Leased Premises to be prepared, signed and stamped by a licensed professional land surveyor, which will be incorporated into the Lease Agreement as Exhibit A; and
(b) The City and Operator have agreed on the terms and conditions of the Project-specific Operating Plan which will be incorporated into the Lease Agreement as Exhibit B.

Mayor Heider opened the Public Hearing at 7:33 p.m.

Christopher Jackson, representing HWC Investors as legal counsel for the parkway bondholders, read a statement which encouraged Council to require all commercial interests be included within the BID and subject to the BID’s tax levy.

Jeremy Fey, 202 W 6th High, spoke favorably about Denver Adventures, LLC whom Mr. Fey introduced to the Central City area.

David Josselyn, Gilpin Arts President, noted that this business aligns with the vision for the City and added that Gilpin Arts would like to continue to display art at the Visitor Center in cooperation with Denver Adventures.

Mayor Heider closed the Public Hearing at 7:45 p.m.

Mayor pro tem Voorhies moved to adopt Ordinance No. 18-02: An ordinance of the City Council of the City of Central, Colorado conditionally approving a Lease Agreement with Denver Adventures, LLC. Alderman Aiken seconded, and without discussion, the motion carried unanimously.
ACTION ITEMS: NEW BUSINESS

Ordinance No. 18-03: An ordinance of the City Council of the City of Central, Colorado conditionally authorizing the sale and transfer of City owned property.

City Manager Miera explained that this ordinance conditionally approves the sale of certain City-owned real property to Whispering Pines LLC DBA Central City KOA.

Whispering Pines submitted a written request to the City dated February 23, 2018 to purchase approximately 1.54 acres of land located south of and adjacent to the Central City KOA between the Central City KOA and Lake Gulch Road. The written request submitted to the City by Whispering Pines was accompanied by a 49-page value appraisal.

A proposed draft of the Contract for Purchase and Sale of Real Estate is incorporated as Exhibit B to the proposed Ordinance. If this ordinance is approved by City Council, the City would enter into the Purchase Contract with Whispering Pines.

In accordance with Sec. 4-6-30(b) of the Municipal Code, the proceeds from the sale of the Property, if the proposed transaction is ultimately closed, will be deposited in the City’s Public Property and Development Trust Fund (“Property Fund”). Per Sec. 4-6-30(c) of the Code, funds in the Property Fund may only be appropriated and expended for the acquisition or real property to be owned or traded by the City for a public purpose, or for the improvement of City-owned property, or for related legal or administrative expenses.

Staff has reviewed the written request of Whispering Pines to acquire the Property. In accordance with Sec. 4-6-20(b)(1) of the Code, the City Manager’s written evaluation follows:

(1) The proposed purchase price has been determined through an appraisal, a copy of which is on file with the City.

(2) The Property is surplus property and is not currently subject to a development proposal and is not adjacent to any property subject to a development proposal.

(3) There is no current or future need for public use of the Property.

The City Manager and City Attorney are recommending that certain conditions be satisfied prior to the conveyance of the Property to Whispering Pines, specifically:

(a) Whispering Pines shall be required to obtain an ALTA survey of the Property in a form acceptable to the Central City Zoning Administrator, or designee (“Administrator”), prior to submitting a site plan or final plat for review by the Administrator; and

(b) The closing of the sale of the Property and execution of documents shall not occur prior to the final approval of the City of a final plat, site plan and other documents or approvals required by the Central City Land Development Code including but not limited to Whispering Pines’ satisfaction of all limited or conditional use standards required by the LDC applicable to the Limited Community Commercial (LCC) zone district.
In addition, Staff is recommending that the sale of the Property to Whispering Pines be subject to a Right of First Refusal to repurchase the Property which is incorporated into the quit claim deed conveying the City of Central Property to Whispering Pines.

Mayor pro tem Voorhies moved to adopt Ordinance No. 18-03: An ordinance of the City Council of the City of Central, Colorado conditionally authorizing the sale and transfer of City owned property on first reading and set the Public Hearing for April 3, 2018 at 7:00p.m. in these Council Chambers. Alderman Laratta seconded, and without discussion, the motion carried unanimously.

Resolution No. 18-08: A resolution of the City Council of the City of Central, Colorado approving a Memorandum of Agreement with the Colorado Department of Labor and Employment, Division of Oil and Public Safety, related to the regulation of conveyances. CDD Rears explained that this resolution approves a memorandum of agreement (the “MOA”) with the Colorado Department of Labor and Employment, Division of Oil and Public Safety (“OPS”) for the regulation of “conveyances” (e.g. elevators and escalators) within the City and authorizes the City Manager to execute the MOA when finalized. The City already regulates conveyances and has an existing MOA with OPS.

Article 5.5 of Title 9 of the Colorado Revised Statutes makes regulation of conveyances, as defined by the statute, a matter of statewide concern but allows local jurisdictions to regulate conveyances within its boundaries as long as the local regulations meet or exceed state standards. However, if a local jurisdiction decides to regulate conveyances within its boundaries, OPS must determine whether those local regulations are equal to or more stringent than the state standards. If the local regulations are sufficient, then OPS must enter into an MOA reflecting the approval by OPS of the local jurisdiction’s regulations.

The City has an existing memorandum of agreement with OPS, which is set to expire on June 30, 2018. City staff recommends entering into a new MOA with OPS no later than June 30, 2018 so it may receive continued approval of its standards from OPS and continue to regulate conveyances within Central City. The proposed MOA is virtually identical to the existing agreement, so there will be no major changes to the City’s regulation of conveyances pursuant to the new MOA.

Resolution 18-09 also allows the City Attorney to make changes that do not increase the obligations of the City, and authorizes the City Manager to execute the MOA when it is finalized.

Alderman Laratta moved to approve Resolution No. 18-08: A resolution of the City Council of the City of Central, Colorado approving a Memorandum of Agreement with the Colorado Department of Labor and Employment, Division of Oil and Public Safety, related to the regulation of conveyances. Alderman Bell seconded, and without discussion, the motion carried unanimously.

REPORTS
Manager Miera reviewed a topic that was on the BID agenda at the work session on March 15th where a concern was expressed by the BID Board members regarding the recent mass shootings. Due to complaints from their patrons regarding the loud gun noise, the BID requested to exclude the Wild Bunch from the two events hosted by the BID on Main Street. No decision was made by Council at the work session and they directed staff to reach out and discuss options with the Wild Bunch who operate under the Gilpin Historical Society. Until 2016 the BID provided financial support and due to reimbursement issues, the City has since
supported the Wild Bunch directly. Staff has agreed to the BID request to not permit the street performances on their two event dates and would like to meet with Council to develop a policy for approval of street events.

Council asked for this subject to come to the next work session on April 3rd.

**COUNCIL COMMENTS**
Mayor pro tem Voorhies provided details regarding the Elks Easter Egg events.

Alderman Laratta reported that she plans to attend the Cripple Creek Council meeting.

**PUBLICFORUM/AUDIENCEPARTICIPATION**
Michele Rousseau, resident of Russell Gulch and Gallery Manager for Gilpin Arts, stated that she was drawn to this area for the history and events and the talent of the Wild Bunch is appreciated.

Deb Wray, President of Gilpin Historical Society, added that guns are a part of our history and after many performances, the cast of the Wild Bunch take time to talk with visitors and children to educate them on gun safety.

Jonas Shrock, Gilpin County resident, offered support of the Wild Bunch and the history, myth and legend they represent.

Stefan Van der Steen, owner of Denver Adventures LLC, thanked Council for approval of the project.

Barbara Thielemann, 101 H Street, thanked the water department for helping with her frozen lines.

Jeremy Fey, 202 W 6th High and event organizer, expressed concern for visitor response to gunfire.

At 8:30 p.m., Mayor Heider adjourned the meeting.
The next regular City Council meeting is scheduled for Tuesday, April 3, 2018 at 7:00 p.m.

Kathryn A. Heider, Mayor

Reba Bechtel, City Clerk
AGENDA ITEM #7

CITY COUNCIL COMMUNICATION FORM

FROM: Daniel Miera, City Manager

THROUGH: Marcus McAskin, City Attorney

DATE: March 27, 2018 (for April 3, 2018 regular meeting)

ITEM: Ordinance 18-03 Conditionally Authorizing the Sale and Transfer of City-Owned Property

___ X ORDINANCE
___   MOTION
___   INFORMATION

I. REQUEST OR ISSUE: Ordinance No. 18-03 ("Ordinance") conditionally approves the sale of certain City-owned real property to Whispering Pines LLC, a Colorado limited liability company DBA Central City KOA ("Whispering Pines").

Whispering Pines submitted a written request to the City dated February 23, 2018 to purchase approximately 1.54 acres of land located south of and adjacent to the Central City KOA (the "Property"). The Property is situated between the Central City KOA and Lake Gulch Road. The written request submitted to the City by Whispering Pines was accompanied by a 49-page value appraisal.

This Communication Form incorporates and includes the City Manager's written evaluation, as required by Sec. 4-6-20(b)(1) of the Municipal Code.

A proposed draft of the Contract for Purchase and Sale of Real Estate ("Purchase Contract") is incorporated as Exhibit B to the proposed Ordinance. If the Ordinance is approved by City Council, the City would enter into the Purchase Contract with Whispering Pines.

Following review and discussion at the March 20th meeting, Council approved the Ordinance on first reading and scheduled second reading and public hearing for Tuesday, April 3, 2018, at 7:00PM.
II. **RECOMMENDED ACTION / NEXT STEP:** Approve Ordinance No. 18-03 on second reading following public hearing. The Ordinance was approved on first reading on Tuesday, March 20, 2018.

III. **FISCAL IMPACTS:** In accordance with Sec. 4-6-30(b) of the Municipal Code, the proceeds from the sale of the Property, if the proposed transaction is ultimately closed, will be deposited in the City's Public Property and Development Trust Fund ("Property Fund"). Per Sec. 4-6-30(c) of the Code, funds in the Property Fund may only be appropriated and expended for the acquisition or real property to be owned or traded by the City for a public purpose, or for the improvement of City-owned property, or for related legal or administrative expenses.

IV. **BACKGROUND INFORMATION:**

Staff has reviewed the written request of Whispering Pines to acquire the Property. In accordance with Sec. 4-6-20(b)(1) of the Code, the City Manager's written evaluation follows:

1. The proposed purchase price has been determined through an appraisal, a copy of which is on file with the City.
2. The Property is surplus property and is not currently subject to a development proposal, and is not adjacent to any property subject to a development proposal.
3. There is no current or future need for public use of the Property.

Staff recommends that City Council approve the conveyance of the Property to Whispering Pines. The City Manager and City Attorney are recommending that certain conditions be satisfied prior to the conveyance of the Property to Whispering Pines, specifically:

(a) Whispering Pines shall be required to obtain an ALTA survey of the Property in a form acceptable to the Central City Zoning Administrator, or designee ("Administrator"), prior to submitting a site plan or final plat for review by the Administrator; and

(b) The closing of the sale of the Property and execution of documents shall not occur prior to the final approval of the City of a final plat, site plan and other documents or approvals required by the Central City Land Development Code ("LDC"), including but not limited to Whispering Pines' satisfaction of all limited or conditional use standards required by the LDC applicable to the Limited Community Commercial (LCC) zone district.

In addition, Staff is recommending that the sale of the Property to Whispering Pines be subject to a Right of First Refusal to Repurchase the Property ("Right of First Refusal"). The Right of First Refusal is incorporated into the form of quit claim deed conveying the Property to Whispering Pines.
The conditions set forth above are incorporated into the Ordinance.

V. **LEGAL ISSUES:** None. City Council is authorized pursuant to C.R.S. § 31-15-713(1)(b) to dispose of City-owned property upon such terms and conditions as the City Council deems appropriate. Section 14.3 of the Home Rule Charter requires the adoption of an ordinance to sell or dispose of any City-owned real property.

V. **CONFLICTS OR ENVIRONMENTAL ISSUES:** N/A

VI. **SUMMARY AND ALTERNATIVES:** City Council has the following options:

1. Adopt Ordinance No. 18-03 on second reading, as may or may not be amended;

2. Direct staff to make revisions to the Ordinance and continue the public hearing to a date and time certain; or

3. Reject or deny the Ordinance.

**RECOMMENDED MOTION:** "I MOVE TO APPROVE ORDINANCE NO. 18-03, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CENTRAL, COLORADO CONDITIONALLY AUTHORIZING THE SALE AND TRANSFER OF CITY OWNED PROPERTY ON SECOND READING."

**Attachments:**

- Ordinance 18-03 (for second reading)
CITY OF CENTRAL, COLORADO
ORDINANCE 18-03

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
CENTRAL, COLORADO CONDITIONALLY AUTHORIZING THE
SALE AND TRANSFER OF CITY OWNED PROPERTY

WHEREAS, the City of Central ("City") is a home rule municipality with all powers granted
by Article XX of the Colorado Constitution and the City's Home Rule Charter; and

WHEREAS, C.R.S. § 31-15-713(1)(b) authorizes the City to dispose of City-owned
property upon such terms and conditions as the City Council deems appropriate; and

WHEREAS, § 14.3 of the Home Rule Charter requires the adoption of an ordinance to sell
or dispose of any City-owned real property; and

WHEREAS, Whispering Pines LLC, a Colorado limited liability company, DBA Central
City KOA ("Whispering Pines") desires to purchase certain property owned by the City, as more
particularly described in Exhibit A attached hereto (the "Property"), adjacent to property owned by
Whispering Pines and used as the KOA Campground; and

WHEREAS, the City has obtained and reviewed an appraisal prepared by Gregory M.
Owen, MAI, EquiReal Appraisal Services dated January 3, 2018 (the "Appraisal"), and the City
Council has reviewed the Appraisal; and

WHEREAS, at a regularly scheduled City Council meeting on March 20, 2018, in open
session, the City Council approved this Ordinance on first reading, authorizing the sale of the
Property to Whispering Pines for the sum of Twenty-Seven Thousand Dollars ($27,000.00), subject
to the Reservation of the Right of First Refusal to Repurchase the Property and the following
conditions:

(a) The closing of the sale of the Property and execution of documents related
thereto shall not occur prior to the Effective Date of this Ordinance set forth
in Section 5 below; and

(b) Whispering Pines shall be required to obtain an ALTA survey of the Property
in a form acceptable to the Central City Zoning Administrator, or designee
("Administrator"), prior to submitting a site plan or final plat for review by
the Administrator; and

(c) The closing of the sale of the Property and execution of documents shall not
occur prior to the final approval of the City of a final plat, site plan and other
documents or approvals required by the Central City Land Development
Code ("LDC"), including but not limited to Whispering Pines’ satisfaction of
all limited or conditional use standards required by the LDC applicable to the
Limited Community Commercial (LCC) zone district.
WHEREAS, the City Council has determined that the sale of the Property in accordance with the conditions set forth above is in the best interests of the City of Central and its citizens because the sale of the Property will promote the ownership and investment in a private business operating in the City and that the sale of the Property is on equitable and fair terms which will promote the health, safety and general welfare of the Central City community; and

WHEREAS, City Council conducted a public hearing, with proper notice provided, to consider adoption of this Ordinance as required by law.

BE IT ORDEIGNED BY THE CITY COUNCIL OF THE CITY OF CENTRAL, COLORADO THAT:

Section 1. Recitals Incorporated. The above and foregoing recitals are incorporated herein by reference and adopted as findings and determinations of the City Council.

Section 2. Sale of Property Authorized. The City Council hereby approves the sale of the Property to Whispering Pines for the sum of Twenty-Seven Thousand Dollars ($27,000.00) in accordance with the terms of the Contract for Purchase and Sale of Real Estate attached as Exhibit B (the “Purchase Contract”), which sale shall be subject to the Reservation of a Right of First Refusal to Repurchase the Property should the Property cease to be utilized as part of the KOA Campground operations. The Mayor and City Clerk are hereby authorized to execute the Purchase Contract and the Quitclaim Deed with a Reservation of a Right of First Refusal to Repurchase the Property in substantially the form set forth in Exhibit B, provided that such authorization shall be subject to the following conditions:

(a) The closing of the sale of the Property and execution of documents related thereto shall not occur prior to the Effective Date of this Ordinance set forth in Section 5 below; and

(b) Whispering Pines shall be required to obtain an ALTA survey of the Property in a form acceptable to the Central City Zoning Administrator, or designee (“Administrator”), prior to submitting a site plan or final plat for review by the Administrator; and

(c) The closing of the sale of the Property and execution of documents shall not occur prior to the final approval of the City of a final plat, site plan and other documents or approvals required by the Central City Land Development Code (“LDC”), including but not limited to Whispering Pines’ satisfaction of all limited or conditional use standards required by the LDC applicable to the Limited Community Commercial (LCC) zone district.

Section 3. Severability. If any part or provision of this Ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions
or applications of this Ordinance which can be given effect without the invalid provisions or application, and to this end the provisions of this Ordinance are declared to be severable.

Section 4. Safety Clause. The City Council finds and declares that this Ordinance is promulgated and adopted for the public health, safety and welfare and this Ordinance bears a rational relation to the legislative object sought to be obtained.

Section 5. Effective Date. This Ordinance shall become effective immediately following publication, public hearing and the approval of City Council following second reading in accordance with Sections 5.9 and 5.10 of the City Charter.

INTRODUCED AND READ by title only on first reading at the regular meeting of the City Council of the City of Central on the ___ day of _____________, 2018, at Central City, Colorado.

CITY OF CENTRAL, COLORADO

________________________________________________________
Kathryn A. Heider, Mayor

Approved as to form:

________________________________________________________
Marcus McAskin, City Attorney

ATTEST:

________________________________________________________
Reba Bechtel, City Clerk
PASSED AND ADOPTED on second reading, at the regular meeting of the City Council of the City of Central on the ___ day of __________________, 2018.

CITY OF CENTRAL, COLORADO

______________________________________________________________
Kathryn A. Heider, Mayor

ATTEST:

______________________________________________________________
Reba Bechtel, City Clerk

POSTED IN FULL AND PUBLISHED BY TITLE AND SUMMARY in the Weekly Register Call newspaper on ____________, 2018.

POSTED AND PUBLISHED BY TITLE [AND SUMMARY IF AMENDED ON SECOND READING] in the Weekly Register Call newspaper on ____________, 2018.
Exhibit A
Subject Property

The subject property consists of approximately 1.54 acres of land adjacent south of the Denver West/Central City KOA Campground, located south of the City of Central City, Colorado. The subject site is a parcel of land between the campground and Lake Gulch Road.

The approximate boundaries of the subject property are shown below:
Exhibit B

Contract for Purchase and Sale of Real Estate
CONTRACT FOR PURCHASE
AND SALE OF REAL ESTATE

1. PARTIES. This Contract for Purchase and Sale of Real Estate ("Contract") is entered into between the CITY OF CENTRAL, a home rule municipality of the State of Colorado ("Seller" or "City") and WHISPERING PINES L.L.C., a Colorado limited liability company, DBA Central City KOA, whose legal address is 7471 East Windwood Way, Parker, Colorado 80134 ("Buyer").

2. PROPERTY DESCRIPTION. The Seller is selling and the Buyer is purchasing the property as generally described in Exhibit 1 attached hereto ("Property").

3. SURVEY AND APPRAISAL. Within forty-five (45) days of the date of mutual execution of this Contract ("Effective Date"), Buyer shall obtain an ALTA survey ("Survey") of the Property at Buyer's cost and provide a copy of the Survey to Seller. An appraisal of the Property was obtained by the Buyer and supplied to the Seller. Once the Survey has been completed, the Parties agree that Exhibit 1 shall be updated to reference the legal description of the Property, as set forth in the Survey.

4. ESCROW AGENT AND TITLE COMPANY. The title and escrow company for this transaction Mountain Land Title, 972 Golden Gate Canyon Road, Black Hawk, CO 80422 [Ph: 303-582-0603] (the "Title Company").

5. PURCHASE PRICE. The purchase price and consideration for the sale of the Property is TWENTY-SEVEN THOUSAND DOLLARS ($27,000.00) ("Purchase Price"). The Purchase Price shall be paid by the Buyer at Closing in cash, certified funds, or by wire transfer of other immediately available funds.

6. INSPECTION. City and the Buyer expressly covenant and agree that the Buyer's satisfaction upon the inspection provided for herein is a specific condition precedent to the obligation of the Buyer to purchase the Property. The period of inspection (the "Inspection Period") shall begin on the Effective Date and shall terminate on the earlier of: (i) receipt by the City of written notice from the Buyer that the Property is suitable for purchase; or (ii) forty-five (45) calendar days after the Effective Date. During the Inspection Period, and upon reasonable advance written notice to and approval from the City Manager, such approval not to be unreasonably withheld or delayed, the Buyer may enter the Property to make such reasonable inspections, reviews, studies, evaluations, or surveys, at the Buyer's sole cost and expense, required to satisfy itself as to the acceptability and suitability of the Property for purchase, including, without limitation, a Phase I environmental inspection.

7. CLOSING. The closing of this Contract ("Closing") shall be held at the office of the Title Company or closed in escrow on the earlier of (a) thirty (30) days following the expiration of the Inspection Period, (b) Tuesday, July 31, 2018, or on such other date
as the Parties may agree to in writing. At the Closing, the City shall deliver to the Buyer a Quit Claim Deed in accordance with Paragraph 11 below.

8. DEPOSIT. Within five (5) business days following the Effective Date, the Buyer shall deposit the sum of Five Thousand Dollars ($5,000.00) ("Deposit") with the Title Company identified in Paragraph 4 above. Title Company will hold the Deposit in escrow by promptly placing the Deposit in a segregated non-interest-bearing account. Title Company will provide the Parties with all specific information concerning this account, including account number, etc. The Deposit shall be applied to the Purchase Price at Closing. The Buyer shall pay the City the unpaid balance of the Purchase Price on the date of Closing.

9. DEFAULT AND REMEDIES. In the event of default by Buyer or Seller, the non-defaulting party may terminate this Contract and shall have the right to receive back all things of value tendered. Neither the Buyer nor the Seller shall have any right of specific performance against the other party.

10. POSSESSION AND WARRANTIES. Except as otherwise provided for herein, Buyer is purchasing the Property "AS IS", "WHERE IS" and "WITH ALL FAULTS" and "WITHOUT ANY WARRANTY, EXPRESS OR IMPLIED", including, without limitation, the physical condition of the Property (including whether the Property lies within a flood zone, any sinkholes, drainage, whether surface or underground or other damages, the presence or absence of hazardous materials, access to the Property, zoning, set-back and other ordinances, codes, regulations, rules, requirements and orders affecting the Property).

11. CONVEYANCE BY QUITCLAIM DEED. Seller shall convey the Property at Closing by Quit Claim Deed to the Buyer in the form attached hereto as Exhibit 2.

12. ASSIGNMENT. This Contract may not be assigned by either party without the written consent of the other party. This Contract shall be binding upon the successors in interest or heirs of either party.

13. LEGAL REPRESENTATION. Buyer and Seller acknowledge and understand that this Contract has numerous legal provisions and that both Buyer and Seller and advised to obtain independent legal representation to review this Contract and advise them as to their respective rights and obligations hereunder. Furthermore, Buyer and Seller acknowledge that this Contract is not in a standard form approved by the Colorado Real Estate Commission.

14. ORDINANCE 18-03. Buyer acknowledges that this Contract is subject to the terms and conditions set forth in City of Central Ordinance 18-03.

15. TITLE INSURANCE. Seller is not providing any title insurance with the sale and purchase of the Property. If Buyer desires a title insurance policy, in favor of the Buyer in the amount of the Purchase Price or other amount selected by Buyer (the
“Owner’s Policy”), the premium for the Owner’s Policy shall be paid by Buyer. Buyer shall have the obligation to order a title commitment from the Title Company, if Buyer desires an Owner’s Policy. The cost of deletions from the Owner’s Policy of any standard exceptions in Schedule B-2 of the Title Commitment, as well as the cost of any other affirmative coverages or endorsements and the amount of any coverage exceeding the Purchase Price, shall be borne by Buyer.

16. COSTS AND FEES. Closing fees and escrow fees shall be shared equally by the City and Buyer. Per page recording costs shall be paid by the Buyer. The City and the Buyer shall each pay the fees and expenses of their respective legal counsel, and other consultants or advisors incurred in connection with the transaction contemplated by this Contract.

17. NOTICES. Any notices required by this Contract shall be effective if made in writing and either delivered directly; sent by certified or registered mail, return receipt requested; sent by USPS Express Mail, or via email with return-receipt verification addressed to the following:

City: City of Central
    Attention: City Manager
    141 Nevada Street
    Central City, CO 80427
    manager@CITYOFCENTRAL.CO

With a copy to: Michow Cox & McAskin LLP
    Attention: Marcus McAskin
    6530 S. Yosemite Street, Suite 200
    Greenwood Village, CO 80111
    Marcus@mcm-legal.com

Buyer: Whispering Pines L.L.C.
    Attn: Charles “Chuck” Spencer Jr.
    7471 East Windwood Way
    Parker, CO 80134
    Chuck_spencer@comcast.net

All notices shall be deemed received on the date of the return receipt or acknowledgment of delivery.

18. GOVERNMENTAL IMMUNITY. Nothing in this Contract shall be construed as a waiver of the rights and privileges of Seller pursuant to the Colorado Governmental Immunity Act, § 24-10-101, et seq., C.R.S., as the same may be amended from time to time.

19. BROKER(S). City represents that there is no Listing Broker for this transaction. The Buyer represents that there is no Selling (Cooperating) Broker for this transaction.
The Parties agree that no commissions will be paid to any Broker(s) or any other persons related to the transaction contemplated by this Contract.

20. NO THIRD-PARTY BENEFICIARIES. There are no intended third-party beneficiaries to this Contract.

21. CLOSING CONDITIONED ON FUTURE LEGISLATIVE ACTION. Pursuant to C.R.S. § 31-15-713(1)(b) and § 14.3 of the City’s Home Rule Charter, any sale of a fee interest in real property must be approved by an ordinance duly considered and adopted by the City Council. Closing shall be scheduled on a date following the effective date of the ordinance authorizing the conveyance of the Property, but not later than July 31, 2018 unless otherwise agreed to by the Parties in writing.

22. COLORADO LAW GOVERNS. The parties expressly agree that the terms and conditions of this Contract shall be construed and controlled by the laws of the State of Colorado.

23. COUNTERPARTS. This Contract may be executed in one or more counterparts, each of which shall constitute an original and all of which shall constitute one and the same document. In addition, the Parties specifically acknowledge and agree that electronic signatures shall be effective for all purposes, in accordance with the provisions of the Uniform Electronic Transactions Act, Title 24, Article 71.3 of the Colorado Revised Statutes.

[SIGNATURE PAGE(S) FOLLOW]
SELLER:

CITY OF CENTRAL, a Colorado home rule municipality

__________________________
Kathryn A. Heider, Mayor

Date of execution: _____________, 2018

REVIEWED BY:

__________________________
By: ________________________
City Attorney

ATTEST:

__________________________
By: ________________________
City Clerk

BUYER:

WHISPERING PINES L.L.C., a Colorado limited liability company

__________________________
Name: ______________________
Title: ______________________

Date of execution: _____________, 2018
EXHIBIT 1

DESCRIPTION OF SUBJECT PROPERTY

The subject property consists of approximately 1.54 acres of land adjacent south of the Denver West/Central City KOA Campground, located south of the City of Central City, Colorado. The subject site is a parcel of land between the campground and Lake Gulch Road.

The approximate boundaries of the subject property are shown below:
EXHIBIT 2
FORM OF QUIT CLAIM DEED

NO DOCUMENTARY FEE REQUIRED PER C.R.S. § 39-13-104(1)(a)

QUIT CLAIM DEED

This Quitclaim Deed is made by and between the CITY OF CENTRAL, a home rule municipal corporation of the State of Colorado, whose address is 141 Nevada Street, Central City, Colorado 80427 ("Grantor"), and WHISPERING PINES L.L.C., a Colorado limited liability company, whose address is 7471 East Windwood Way, Parker, Colorado 80134 (the "Grantee").

WITNESSETH, that Grantor, for and in consideration of the sum of Twenty Seven Thousand Dollars ($27,000.00), and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, has remised, released, sold and QUITCLAIMED, and by these presents does remise, release, sell and QUITCLAIM unto Grantee and Grantee’s successors, and assigns, forever, all right, title, interest, claim and demand which Grantor has in and to the real property, together with improvements, if any situate, lying and being in the City of Central, County of Gilpin, State of Colorado, described as follows:

that certain property described in Exhibit A attached hereto (the “Subject Property”), EXCEPT AND RESERVING TO GRANTOR all easements and right-of-way of whatsoever nature and EXCEPT AND RESERVING TO GRANTOR a right of first refusal to repurchase the Subject Property, as set forth in Exhibit B: Reservation of Right of First Refusal to Repurchase the Subject Property, attached hereto and incorporated in this Deed by reference.

TO HAVE AND TO HOLD the Subject Property, together with all and singular the appurtenances and privileges thereunto belonging or in anywise thereunto appertaining, and all the estate, right, title, interest and claim whatsoever, of Grantor, either in law or equity, to the only proper use and benefit of Grantee and Grantee’s successors, and assigns forever.

IN WITNESS WHEREOF, Grantor has caused this Quitclaim Deed to be executed on the date set forth below.
GRANTOR:

CITY OF CENTRAL, a home rule municipal Corporation of the State of Colorado

By:  

Kathryn A. Heider, Mayor  
(Pursuant to the authority granted by  
Ordinance 18-03)

STATE OF COLORADO  
)  
) ss.  
COUNTY OF ______________  
)

The foregoing instrument was acknowledged before me this ___ day of  
__________________, 2018, by Kathryn A. Heider, in her capacity as the Mayor of the City of  
Central, a home rule municipal corporation of the State of Colorado.

Witness my hand and official seal.

My commission expires: ______________________________

[SEAL]  

______________________________  
Notary Public
Exhibit A to QCD

Legal Description of Subject Property

[insert]
**Exhibit B to QCD**

Reservation of Right of First Refusal to Repurchase the Subject Property

**RIGHT OF FIRST REFUSAL TO REPURCHASE PROPERTY**

This Right of First Refusal to Repurchase Property ("Right of First Refusal") is reserved to the CITY OF CENTRAL, a home rule municipal corporation of the State of Colorado, whose address is 141 Nevada Street, Central City, Colorado 80427 ("City"), as a reservation in the conveyance of the Property by Quit Claim Deed to WHISPERING PINES L.L.C., a Colorado limited liability company, whose address is 7471 East Windwood Way, Parker, Colorado 80134 DBA Central City KOA ("Owner") and the Right of First Refusal shall be subject to the terms and obligations set forth below.

1. **Grant of Right of First Refusal.** Owner hereby acknowledges the reservation of City’s Right of First Refusal and grants the same to the extent such Right of First Refusal is not reserved. The Right of First Refusal includes the exclusive and irrevocable right of the City to repurchase that certain real property described with particularly in Exhibit A to the Quit Claim Deed: Legal Description of Subject Property (the "Property").

2. **Exercise of Option.** City may exercise the Right of First Refusal at any time that the use of the Property as a campground cases for ninety (90) consecutive days. Evidence that the Property has ceased to be used as a campground shall include the failure of the Owner or its successor or assigns (collectively, "Central City KOA") to be open for business to the general public, or the failure of Central City KOA to pay sales taxes and/or special assessments when due to the City for ninety (90) consecutive days. The City shall provide written notice via certified or registered U.S. Mail to Owner of City’s election to repurchase the Property ("Notice of Election").

3. **Terms of Repurchase.** Owner shall execute a special warranty deed or bargain and sale deed ("Conveyance Deed") to the City conveying the Owner’s right, title and interest in the Property to the City within forty-five (45) days of the Owner’s delivery of the Notice of Election. The repurchase price for the Property shall be Twenty-Seven Thousand Dollars ($27,000.00), subject to adjustment as set forth below ("Repurchase Price"). The Repurchase Price shall be adjusted for inflation on January 1, 2020, and on January 1 of each year thereafter based on the annual
percentage change in the United States Department of Labor, Bureau of Labor Statistics, Consumer Price Index for Denver-Boulder, all items, all urban consumers, or its successor index for Denver-Boulder-Greeley, all items, all urban consumers, or its successor index (the “CPI”). If the CPI indicates a zero or negative adjustment, the Repurchase Price shall not be adjusted but shall remain fixed at the Repurchase Price applicable in the immediately preceding calendar year. City and Owner shall close on the repurchase and conveyance of the Property to the City (“Closing”) at a time and place mutually acceptable to the City and Owner, provided that both parties shall exercise reasonable, diligent and good-faith efforts to cooperate in all respects related to the Closing. The City and Owner shall each pay one-half of the Closing costs. If the City fails to pay the Repurchase Price to the Owner upon Owner tendering the Conveyance Deed to the City, then this Right of First Refusal shall automatically terminate and have no further force or effect.

4. **Term.** This Right of First Refusal shall expire on December 31, 2029, and shall thereafter terminate and have no further force or effect.

5. **Restriction on Encumbrances.** The Owner shall not encumber the Property with mortgages, deeds of trust, liens, easements or other encumbrances without the prior written consent of the City Manager. Owner agrees that any mortgage, deed of trust, or other encumbrance placed on the Property shall be subordinate to the City’s Right of First Refusal. Owner shall pay all taxes due on the Property. To the extent that any mortgage, deed of trust, lien, tax liability or other encumbrance exists on the Property at the time of the City exercising the Right of First Refusal, the City shall have the absolute right to reduce the Repurchase Price by the amount of such encumbrance.

6. **Possession.** City shall be entitled to possession of the Property at Closing, including all improvements and fixtures located on the Property at the date and time of Closing.

7. **Successor and Assigns.** This Right of First Refusal shall be binding on the successors, heirs and assigns of Owner and shall run with and burden the Property.

8. **Governing Law; Venue.** This Right of First Refusal shall be governed by the laws of the State of Colorado. Venue for any dispute shall be in Gilpin County, Colorado.

9. **Default and Remedies.** In the event of a default or breach of this Right of First Refusal by either party, the non-defaulting party shall be entitled to direct damages or specific performance, but shall not be entitled to indirect or consequential damages.

11
10. **Attorney Fees and Costs.** In the event of any legal action between the parties (including the successors, heirs or assigns of Owner) arising from this Right of First Refusal, the substantially prevailing party shall be entitled to collect and recover its reasonable attorney fees and costs.

11. **Counterparts.** This Right of First Refusal may be executed in one or more counterparts, each of which shall constitute an original and all of which shall constitute one and the same document.

12. **Signatures.** The City and Owner represent that they are authorized to execute this Right of First Refusal and hereby provide their signatures as follows:

**CITY:**

**CITY OF CENTRAL, a Colorado home rule municipality**

______________________________
Mayor

Date of execution: _____________, 201__

**ATTEST:**

By: ____________________________
City Clerk

**REVIEWED BY:**

By: ____________________________
City Attorney
OWNER:

WHISPERING PINES L.L.C., a Colorado limited liability company

Name: _________________________
Title: _________________________
Date of execution: _____________, 201___

STATE OF COLORADO    )
    ) ss.
COUNTY OF _____________   )

The foregoing Right of First Refusal to Repurchase Property was acknowledged before me this ___ day of _____________, 201___, by __________________________ as ________________ of Whispering Pines L.L.C., a Colorado limited liability company.

Witness my hand and official seal.

My commission expires: _________________________

[SEAL]  

Notary Public
To: Daniel R. Miera, City Manager
Cc: Mayor and Council
From: Abigail R. Robbins, Finance Director
Date: April 3, 2018
Re: Staff Report

➢ Finance

- Prepared and submitted the Annual Gaming Report.
- Prepared research information for the City Manager regarding the Free Play proposal.

➢ Human Resources

- Submitted a Worker’s Compensation claim.
Since our last council update, public works staff has performed the following activities:

- Finished anchoring the buck and pole fence near the cemetery’s
- Swept the Parkway
- Worked on the RFP’s for the Central City 2018 Chip Seal Program
- Patched streets
- Repaired delineators and reflectors on the Parkway
- Replaced string light bulbs as needed on Main St and Lawrence St
- Power washed signs
To: City Manager, Daniel Miera
From: Jack Beard, Water Operator
Date: March, 2018
Re: Bi-Monthly Report

- Staff performed a new water line inspection on Eureka. The department is currently working with the property owner and contractor to ensure all specifications are met.
- Staff worked with the public works department to refuel the 350 gallon diesel tank for the Spring Street pump station back up generator.
On Saturday March 18th Staff observed warmer than average temperatures in the area and felt it was best to bypass Hole in the Ground Reservoir after seeing an increase in turbidity readings. Bypassing HITG has been working exceptionally well to prevent high flows of turbid water into the reservoir.

Department Staff attempted to access the intake structures via the new vehicle with snow tracks. Staff easily inspected Pecks Gulch Diversion Structure as well as Broomfield Gulch Diversion Structure. After several attempts staff turned around just before reaching Miners Gulch Diversion Structure. The winter's worth of blowing and drifting snow created 8-12 foot high snow drifts across the road. Staff feels confident they could access Miners Gulch in an emergency.

Chase Gulch Reservoir has seen an increase in flows and is nearly one hundred percent ice free. The reservoir is at full capacity and has begun to spill over the spillway; this has allowed staff to perform a hypolimnic release from the outlet structure at the bottom of the reservoir. This will allow for water to flow from the bottom of the reservoir instead of the top, which will bring water quality up. Staff will perform various testing of the water throughout the next month to verify water quality is improving.

Staff received a shipment of Cationic Aluminum based Polymer in preparation for this seasons run-off. The polymer is the plants most important treatment chemical, and removes impurities in the water. The chemical is subsequently removed in through filtration in the two individual filter basins.

Staff met with a Water Circuit Rider of Colorado Rural Water to discuss some low cost to free consulting options for rural communities. The department is excited to utilize this help throughout any water quality or system wide issues.

The Department worked with Complete Business Solutions to replace a desktop computer system at the water treatment plant. Staff also together with Complete Business Solutions to connect to the water plant printer, perform diagnostic scans, and to fix any outstanding tech related issues.

The departments 2012 F-150 was in need of a new starter, staff worked with the Public Works department to install the new starter and perform a routine service including spark plugs and air filter.

Department Staff coordinated with Denver Adventures LLC to begin soil testing in the leased areas. The work has been postponed due to weather related issues.

The department has a real good hold on chemical dosages and water treatment run times to optimize water quality throughout the next months of spring run off. Staff does not believe that spring run off has started yet.

Staff created various water accounting reports for the state, these forms include amounts of water used or diverted, as well as 15 other reservoir flow, height, and capacity readings.

The department staff submitted state required water quality samples throughout the month and is continuing to prepare for this years lead and copper sampling.

Staff is looking into acquiring new equipment to further augment security at all water department facilities.

Staff has received a new 6 inch diameter magnetic flow meter to replaced the existing propeller meter at Hole In The Ground Reservoir. This will allow staff to more accurately gauge the city's raw water usage, this is important regarding our water rights.
# Community Development Department – Department Update – April 3, 2018

## Building

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>39 permits</th>
<th>Value – 2017 - $655,900</th>
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<tr>
<td></td>
<td>2018</td>
<td>8 permits</td>
<td>Value – 2018 - $273,812</td>
</tr>
<tr>
<td>Elevator Inspections</td>
<td>Draft MOU from State under review</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Planning

- Various Initial Development/Building Inquires addressed
- Growth IGA – Update and Discussion Started – Jan. 2018

**Planning Commission**

- Last meeting – January 2018
- Topic: LDC changes – Parking Fee In-Lieu

## Economic Development

- Northwest Colorado Enterprise Zone
  - Local Business pursuing tax credit for Qualified Work
  - Central City Opera – Contribution Project Status Obtained
  - Belvidere Theater – Contribution Project Status being pursued

- **Urban Land Institute**
  - T.A.P. Program $15,000 $5,000 from CC BID & $5,000 from DRCOG (grant application made March 15th)
  - Parking Fee In-Lieu Other jurisdiction information being obtained

## Historic Preservation

- **Belvidere Theater**
  - Owner Representative Search Underway
  - Consultant hired to find and obtain outside grant funding
  - Formal donation program being considered

- **Washington Hall**
  - Heat Installation
  - Heat is operational, project closeout is complete

## Historic Preservation Commission

- Vacancy Filled
- Last Meeting – February 2018
- Topic: Change of Roof design

- 2018 cases 2
- Training Saving Places Conference (3 members) Jan./Feb. 2018

## Visitor Center

- New items being pursued to sell and being designed

## Code Enforcement

- **Respond to complaints made**
  - 2016 35
  - 2017 33
  - 2018 11
| Marketing/Events | Billboard | Central City App | Promotional Videos | Recreational/Interactive walking | Interactive walking | Video #1 | Video #2 | Video #3 | Video #4 | Combination of all three | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released | Released |Released
January 15, 2018

Ms. Gayle Langley,
Main Street Program Coordinator
Department of Local Affairs
& Mr. Andrew Coburn,
Main Street Local Community Contract Consultant
VIA Email: gayle.langley@state.co.us; andrew@urbanruralcontinuum.com

RE: Project # F18MS 003

Dear Gayle & Andrew:

Revolution Advisors is pleased to present our response to the Request for Proposal for revisions to, or development of a Vision and Mission Statement, Transformation Strategies, a 3-5-year Strategic Plan and an Annual Work Plan for the Colorado Main Street Program.

Our approach, experience and scheduling flexibility are well matched to lead this effort for the Colorado Main Street Program. We have a long and successful track record of working with diverse communities, organizations, boards, and private companies. Our work focuses on strategic planning, organizational effectiveness, economic development and work planning. We have also worked side by side with staff to facilitate workshops focused on work plan development, process improvement, service definition and mission focus.

The primary undercurrent of our work is a belief and philosophy that our efforts with local government and the communities in which we work should help to build local capacity. The services and tools we provide are focused on empowering communities to reach their goals and attain their desired future state. Our interest in this work with the Colorado Main Street Communities is anchored in these values, and driven by our passion for preservation of Colorado local heritage and the revitalization of vibrant local economies.

Strategic planning, including development of Vision and Mission is a specialization our firm excels at and has a long track record of success in helping groups work toward defining their objectives, and achieving consensus on how to attain those objectives through collaborative processes. We utilize an approach that facilitates participation and engagement, resulting in a Vision and Mission that our constituents truly believe in, and are therefore more likely to achieve. Similarly, our methods for crafting transformation strategies, goals and objectives is structured and comprehensive.

We are excited about the potential to work with you on this important project and look forward to the opportunity for further discussions. Please do not hesitate to contact us should you have any questions.

Best Regards,

Brian E. Wilkerson
Managing Director

Melissa Antol
Senior Consultant
Project Understanding and Experience

Revolution Advisors is enthused with the potential to embark on this strategic planning path with the Colorado Main Street Communities. From our work with communities, Native America and with larger collaborative agencies and companies, we believe that strategic planning is one of the most critical elements in helping groups set and achieve their Mission and Vision. For the Colorado Main Street Communities it provides a blueprint for action that is based or the collective passion that drives these communities to create positive change. Revolution Advisors can help these communities build on their existing successes and momentum by working with them to develop a shared direction and to identify specific strategies and actions that can be tracked and measured over time to produce desired results.

Revolution Advisors has established a reputation for exceptionally facilitating and guiding groups through strategic planning, stakeholder engagement and transformation strategies. We provide effective methodologies to engage contributors and attendees, which elicit critical thinking, include stakeholder perspectives analysis, and create aligned planning for impactful and quantifiable results which best serve each respective community.

While each of the Colorado Main Street Communities organizes its desired path around the Four Points Approach, we recognize the needs of each community and its culture are unique, and their point in the revitalization journey is distinct. To this end, each Vision, Mission and Strategic Planning effort we design will be crafted to produce a customized experience for each Main Street community.

Variables such as economy, demographics, and meaningful areas of concentration such as Arts, Entertainment and Outdoor Recreation, and Family-Friendly focus may be important to each community’s members. We will ensure our techniques capture these distinct contributions from each community and channel these discussions into outcomes that provide the transformation strategies with a “focused, deliberate path to revitalizing or strengthening a downtown or commercial district’s economy.”

The following paragraphs provide a snapshot of some of our recent projects that we have led, that attest to our expertise in the area of Strategic Planning and Community Development:

- In 2017 Revolution Advisors worked with the Afognak Native Corporation Board of Directors in Alaska to lead a three-day Strategic Planning Retreat. Over the course of three days our project team led staff in a variety of facilitated discussions about Board capabilities, performance and structure, as well as working with the Board to provide a strategic plan to guide their efforts for the next three years. The strategic plan provides specific actions, resources, responsible parties, budget and an implementation time frame for each plan effort.

- In 2015, Revolution Advisors worked with the Cheyenne River Sioux Tribe to prioritize Community Development needs across three remote Indian communities. Our staff travelled across the reservation to Cherry Creek, Dupree and White Horse, to lead community workshops focused on developing a prioritized list of needs and projects for each community. The results were compiled into a Community Development Priorities report, which detailed costs, funding options, workforce needs and time required for implementation. The report was presented to the Chairman of the Tribal Council and Tribal District representatives for review and approval.

- In 2015, Revolution Advisors led the City and County of Broomfield’s City Manager and department heads in a Strategic Outcomes Retreat, which was designed to develop government priorities and specific indicators to assess outcomes. The process involved a combination of coaching, interactive exercises and group discussion about how to manage competing priorities. The result has been a performance based process, using a template to identify Broomfield City Council priorities, monitor city/county progress and assess needs for additional resources.

- Revolution Advisors worked with the City of Boulder Open Space & Mountain Parks in 2016 to facilitate 14 Service Definition & Mission Focus workshops. Our staff worked with the groups (groups were comprised of 8-30 staff
members) to identify the purpose, mission and values of each work group, and then define the distinct services staff provide to support achieving their mission and demonstrating their values. Each workshop session ranged in length from 2-4 hours. The results of each workshop were compiled into a Service Definition template for each workgroup, and will be integrated into the Open Space & Mountain Parks Master Plan Portfolio.

Project Staff
We understand that you have a list of our firm and staff qualifications as part of our initial proposal to DOLA. Our proposed Project Team for the Colorado Main Street Vision & Mission, Transformation Strategies, Strategic Plan and Annual Work Plan includes two additional staff members, Kristen Cooksley and Melissa Doss. Their resumes are attached as Appendix 1 in this response letter. Both are Consultants at Revolution Advisors and work in our Human Capital Planning service line. They bring exceptional strength and experience in the field of Strategic Planning, Group Dynamics & Facilitation. The following represents the list of our project team and their roles for this project.

- Brian Wilkerson, Managing Director, Project Advisor
- Melissa Antol, Project Manager, Strategic Planning Consultant
- Kristen Cooksley, Project Team Lead, Strategic Planning Consultant
- Melissa Doss, Project Team Support, Consultant

Scope of Work
The following details the primary tasks associated with fulfilling the requirements identified in the Request for Proposal to provide each of the ten listed Colorado Main Street Communities with a Vision & Mission, a 3-5 year Strategic Plan, Transformation Strategies and an Annual Work Plan. Table 1 specifies the activities, description and deliverables associated with the specific tasks discussed below.

Our approach to undertaking these efforts with each community recognizes the distinct nature, progress and experience of the individual community. It acknowledges that some communities may be revisiting existing work efforts that largely need to be refreshed, while others may be developing these materials for the first time. For both community scenarios we will be recommending that Vision, Mission, Strategic Planning & Transformation Strategies are revisited, or developed anew during an eight hour workshop. The format of our activities will be customized to reflect the unique style, preferences, context, experience and pace of each community we work with. Two elements of our work will remain constant for each community we work with:

1. Grounding the organization of work in the Main Street Four Point Approach;
2. Employing our expertise, tools and techniques to carry out our work and achieve community supported results.

Understanding Community Context, Partnerships & Efforts to Date: Pre-workshop Assessments
Preparation for work with each of the Colorado Main Street Communities requires gaining a solid understanding of the community trends, priorities, current market focus, accomplishments & hurdles. It also requires understanding how the community, Main Street Staff, Board, partners and other key stakeholders have worked together in the past: efforts to date, successes, challenges, and understanding needs and priorities moving forward so momentum can be built or maintained. Our project team will review existing materials, community efforts and confer with key stakeholders to collect and analyze this information. The information enables us to design a customized approach for the entire Vision, Mission, Strategic Planning, Transformation Strategies and Work Plan process based on where each community stands to date.

Vision & Mission Statement
All planning and programmatic efforts stem from a community and organization’s ability to weave together their ideas, passion, and expectations for the future into a shared focus that will guide their collective energy towards a desired future
state. Each Colorado Main Street Community will participate in an eight hour workshop that begins with developing or revisiting their Vision & Mission and using that information to build their Strategic Plan and Transformation Strategies.

Revolution Advisors brings unique techniques to the workshops we facilitate, designed with the objective of building creative and thoughtful participation for both the larger community and with the Board, partners and other stakeholders. Participant priorities will be integrated with the overall community priorities through a technique called Appreciative Inquiry. Appreciative Inquiry is a validated approach which targets what’s meaningful and desired, analyzes themes, and utilizes careful discussion, decision making and planning to reach consensus through the commitment of each participant. In this approach, participants are taken through visioning exercises where ideal scenarios are detailed and developed into a compelling and powerful picture of the organization’s future. Once the compelling destination or Vision is established, it becomes a beacon for others, and one that is more easily explained and understood than visions that are developed through less interactive approaches.

Strategic Planning

Strategic Planning plays a critical role in helping each Colorado Main Street Community achieve its Vision and Mission moving forward. The second and third portion of our eight hour workshop with each community will focus on identifying goals and strategies, and focuses on building participant commitment towards advancing their community’s revitalization path. We will accomplish this through a combination of more traditional strategic planning facilitation techniques as well as more cutting edge tools that help drive high engagement.

- **Connecting** - allowing the participants to transition from their day-to-day responsibilities to a focus on the workshop as well as connecting with community members and partners.

- **Exploring** - focusing on understanding the current community context, market, and successes and challenges to date. We will incorporate our preliminary conversations with staff, Board members, partners and other community members so together we can explore causes, effects, trends, future opportunities and threats, and how that helps to direct the community towards a certain Vision & Mission.

- **Action** - moving from what we have learned to a concrete action plan, including development of vision, goals, and objectives, definition of potential transformation strategies, and determining the required skills and expertise/technical assistance required to implement the strategic plan.

The information we collected from pre-workshop assessment efforts will provide us with important context for the workshop and will include things like comparing internal and external perceptions, evaluating recent efforts and results, to examining future trends that could impact the organization, or direction and a host of others. Our work focuses on driving significant interactivity during a workshop. The overall design of the workshop will encourage this, but the specific facilitation techniques that will be used will also enable this. For example, we will use multiple techniques for soliciting feedback and ideas, recognizing the various learning styles, cultures, etc. that might be present in the room. Throughout the workshop, it
will be important to adjust the approaches as necessary given the dynamics that manifest themselves during the sessions. Each workshop will be staffed with a Facilitator and a note taker that will also provide facilitation support. This will help us ensure that we are effectively managing the dynamics of the room, capturing the detailed feedback, and enabling interaction. Some of the specific facilitation techniques that will be used include: Appreciative Inquiry, Large & Small Group Discussion; Role Plays; SWOT Analysis; Round Robin; and Prioritization Exercises.

Transformation Strategies
Specific Transformation Strategies will be designed as part of the Strategic Planning portion of our eight hour workshop with each community. Transformation Strategies will tie local economic variables to specific, measurable and time bound actions, and will be organized around the Main Street Four Point Approach. The emphasis for development of Transformation Strategies centers on defining specific actions or projects to help actualize their goals, and to define measures, resources needed and accountability to track progress. Our approach ensures that each action items is clearly tied to the strategy, and demonstrates a clear linkage to how it aligns with and supports the attainment of the Mission and Vision.

Results of the Vision & Mission, Strategic Planning and Transformation Strategies will be compiled and presented to the Board for review and feedback before a final written report is delivered.

A second on-site meeting will be scheduled to present the results to the Community, Board, Partners and other stakeholders.

Annual Work Plan
Each community's Annual Work Plan becomes the blueprint for action. It defines how, when and with what resources will it work towards it's Community's revitalization goals. We anticipate that the Transformation Strategies form the foundation of each community's work plan. We will confer with the Colorado Main Street Staff to identify the preferred approach, but envision a series of Transformation strategies being utilized to develop the primary content of each community's Annual Work Plan.

Work planning will be undertaken as part of a second workshop with each community, designed to be three hours in duration. Whether a community has an existing work plan or is developing one for the first time, our preparation involves reviewing current efforts, methods and results to date.

The Annual Work Plan workshop will be broken into four segments:
- Participant assessment of current efforts and results
- Budget, resourcing and timing
- Validation of priorities identified through strategic planning/ transformation strategies efforts
- Development of primary 2018 workplan activities & projects

The results of the Annual Work Plan Workshop will be summarized and presented as a draft document for review and feedback. Once the feedback has been integrated, we will prepare and deliver a final Annual Work Plan.

A second on-site meeting will be scheduled to present the workshop results and Annual work plan to the Community, Board, Partners and other stakeholders.
### Table 1: Scope of Work Detail

<table>
<thead>
<tr>
<th>Task</th>
<th>Activity</th>
<th>Deliverable</th>
</tr>
</thead>
</table>
| Kick off meeting | Kick off with Colorado Main Street Staff  
  - Confirm project activities, project deliverables, schedule and cost | • Project Plan |
| Vision Mission, Transformation Strategies, Strategic Plan | Pre-Workshop Assessment  
  - Document review, identify meeting objectives, develop workshop design | • 2 conference calls  
  • Written summary of calls & actions |
| | Revisit or Develop Mission & Vision Statement, Strategic Plan & Transformation Strategies  
  - Conduct workshop with community, partners & Board to develop or refine Vision & Mission Statement, Strategic Plan, Transformation Strategies | • 8 Hour workshop |
| | Draft write up of Vision & Mission Statement, Strategic Plan & Transformation Strategies | • Conference call  
  • Written summary of calls & actions  
  • Draft write up of workshop results |
| | Final Write Up  
  - Integrate changes & finalize document | • Vision & Mission Statement, Strategic Plan, Transformation Strategies for local Colorado Main Street community  
  • Final write up of workshop activity |
| | Presentation of Vision, Mission, Strategic Plan & Transformation Strategies to Main St/Board/Stakeholders/Community  
  - Prepare and present for adoption | • On-site presentation to Main Street Board/Stakeholders/Community |
| Annual Work Plan | Document Review  
  - Review existing work plan if available |  |
| | Meeting preparation & definition of objectives | • Conference call to identify objectives, work plan focus  
  • Written summaries of call & actions |
| | Revisit or Develop Work Plan | • 3 hour workshop |
| | Draft write up of Annual Work Plan | • Conference call  
  • Written summaries of call & actions  
  • Draft write up of workshop results |
| | Final Write Up  
  - Integrate changes & finalize document | • Final 2018 Annual Work Plan |
| | On-site presentation of Annual Work Plan to Main St/Board/Stakeholders/Community | • 1 hour presentation |

### Deliverables, Cost & Schedule

Revolution Advisors has designed our project team around the desired tasks, activities and preferred completion date for the ten Main Street Communities identified in the proposal. The table below indicates the costs associated with completing both the Vision & Mission Statement, Strategic Planning, Transformation Strategies, as well as the Annual Work Plan for each community. We have standardized our costs for both planning efforts for each community, whether they are revisiting or developing a Vision & Mission statement, Strategic Plan and Annual Work Plan. Our approach reflects our belief that the required work effort is similar in scope in the following ways:

- Time needed for each community, Board, Partner and other engaged parties to review materials, and sink into the planning mindset (whether developing or revisiting)
- Acknowledges time needed to think through any changes, refinements or other modifications or to develop anew
- Allows for more creative, free-flowing conversation (whether developing or revisiting)
Travel expenses reflect differences in travel distance for each community and any required overnight stays.

Revolution Advisors believes we can meet the preferred completion dates specified by each community. In two instances we have shifted the completion date from January/February to February. The shift accounts for the time needed to award and finalize the contract and preparatory planning with Colorado Main Street staff. Presuming that the turnaround time for the contract award and delivery of preparatory materials could be expedited, we would be able to stay within the preferred completion date for each community.

Our ability to make these completion date commitments is based on our ability to utilize our two top Strategic Planning Consultants, Melissa Antol and Kristen Cooksley for communities that have similar desired completion dates.

<table>
<thead>
<tr>
<th>Community</th>
<th>Preferred Completion Date</th>
<th>Recommended Completion Date</th>
<th>Vision &amp; Mission Statement, Strategic Plan</th>
<th>Annual Work Plan</th>
<th>Project Cost – All Elements</th>
<th>Travel Costs</th>
<th>Community Total Cost</th>
</tr>
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<tbody>
<tr>
<td>Buena Vista</td>
<td>April/May</td>
<td>April/May</td>
<td>$5,175.00</td>
<td>$3,200.00</td>
<td>$8,375.00</td>
<td>$149</td>
<td>$8,524.00</td>
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<td>Central City</td>
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<td>Feb/Mar</td>
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<td>$60</td>
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<td>Granby</td>
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<td>February</td>
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<td>$110</td>
<td>$8,485.00</td>
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<tr>
<td>Lamar</td>
<td>March/April</td>
<td>March/April</td>
<td>$5,175.00</td>
<td>$3,200.00</td>
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<td>$487</td>
<td>$8,862.00</td>
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<tr>
<td>Leadville</td>
<td>Feb/March</td>
<td>Feb/March</td>
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<tr>
<td>Lyons</td>
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<td>Rifle</td>
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<td>March/April</td>
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<td>Victor</td>
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<tr>
<td>Wellington</td>
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TOTAL COST ALL COMMUNITIES
$83,375.00 $2,909.00 $86,659.00

Conclusion

Revolution Advisors appreciates the opportunity to be considered for the Colorado Main Street Communities Vision & Mission, Transformation Strategies, Strategic Plan and Annual Work Plan efforts. Our team brings talent, expertise and passion towards this important effort. We believe strategic planning and work planning are critical components of helping communities work towards attainment of their vision and mission. Combined with the Colorado Main Street Approach, this work effort will provide communities with a clear path towards community revitalization, and the appropriate tools and methods to track assess results and track their progress.

We believe our team brings specific advantages to this effort should we be selected:

- Commitment to helping local Main Street Communities Create Vibrant Central Business Districts & Communities
- Specialized experience in group facilitation, collaborative process and utilization of tools and techniques to aid decision making
- High-level expertise in working with diverse audiences and individuals, including staff, department directors, CEOs, and public officials
- Specific project experience working with communities, local governments and Boards for vision and mission development, strategic planning and work planning

We thank you for your consideration and look forward to the potential to work with you and each of the Colorado Main Street communities in the near future.
Kristen Cooksley, SPHR

Kristen brings more than 17 years of experience in leading successful organizational transformation efforts and has worked around the globe on major projects and initiatives. Her areas of expertise span across Human Capital Management with a particular focus on organizational design, organizational effectiveness, group facilitation and talent management. She is also skilled at transformational change management and has shepherded multiple organizations through complex national and multi-national projects, ERP and shared services implementations.

Kristen’s work capitalizes on the latest industry practices by balancing current research and applications with commonsense experience to provide progressive, yet practical guidance for achieving organizational goals. Kristen is formally trained in team dynamics, process consultation and facilitation, and has been developing and delivering facilitated work sessions for work teams in government, healthcare, higher education, entertainment, manufacturing and a host of other industries throughout her career. She incorporates process tools and structured activities to help clients effectively solve problems, come to decisions and support long term objectives as a cohesive team. She is known for her drive and tenacity, as well as her ability to work across diverse stakeholder groups to make change a reality.

Since joining Revolution Advisors, Kristen has focused on helping her clients design and implement talent investment strategies and Human Capital best practices. Some of her recent clients include: the City of Boulder, the City of Fort Collins, Newmont Mining Corporation, Chick-fil-A, and Crestone Peak Resources, and several others. Prior to joining the team, Kristen led her own successful consulting practice. Some of her clients included the Walt Disney Company and Amgen Inc. amongst many others. She has also served as the Director of Change Management Services for Sony Pictures Entertainment and Organizational Effectiveness Manager for Blue Shield of California.

Kristen holds a Master’s Degree in Industrial/Organizational Psychology from the University of North Carolina at Charlotte, an SPHR Certification, and is certified in a number of Organizational Effectiveness tools and assessments. She is a member of the Organization Development Network, the Association for Talent Development, Rocky Mountain Human Resources and People Strategy, and served as President on the Board of Directors for a local school and 501(c)(3) charitable organization.

Recent Facilitation Projects:

UCLA – Corporate Finance teams
Kristen successfully facilitated a full-day off-site meeting to align a team of 12 Directors around a new strategy and vision for the department. The Associate Vice-Chancellor pursued facilitation because the Directors had a history of working in a siloed manner, closed-mindedness around new approaches to work, and several of the Directors expressed resentment toward meeting new standards of accountability. Individual interviews were conducted with Directors to understand each’s unique perspective and to obtain alignment to the group facilitation process. Through a highly structured meeting approach, a new
strategy, and roles and responsibilities were effectively established, agreed upon as a team, and successfully implemented.

**Sony Pictures Entertainment - Residuals and Participations departments:** Kristen facilitated multiple process design sessions between two teams that had historic resentments against one another. Leaders of the two teams were unable to work together, leading the area vice president to request the facilitation. Through the use of very structured team facilitation techniques and tools, a revised process with clear internal service level agreements and roles/responsibilities was developed with the participation of both full teams. The outputs to this facilitation exercise were ultimately successfully implemented, and the infighting between the departments and their Directors subsided.
Melissa Doss
Consultant, Revolution Advisors

Melissa brings 12 years of experience in designing and leading successful organizational change efforts in various sectors and global landscapes. Her areas of expertise are within Human Capital Management with a particular focus on group facilitation, organizational development and change management.

Melissa has extensive experience in group facilitation. She has a thorough understanding of group dynamics and applies methods to manage diversity in perspectives and stakeholder needs to collaborate in an aligned manner for proper planning. She has led multiple teams through strategic planning and implementation planning processes to achieve desired, long and short term results.

She has also managed organizational change, culture development and system implementations for companies such as Hunter Douglas and Children’s Hospital Colorado. She is experienced in working with C-suite sponsors and other stakeholders, providing thorough and timely communication, excellent organization, successful implementations and sustainability, measurement and feedback.

Melissa is certified in various psychometric tools, including Myers-Briggs, Emergenetics and Occupational Personality Questionnaire (OPQ).

Representative Past Roles:

- Manager, People Development for Kärcher North America
- Consultant, People Development for Children’s Hospital Colorado
- Specialist, Training & Development for Hunter Douglas

Education:

- Master’s Degree in Organizational Leadership, emphasis in Leadership & Management, Regis University
- Bachelor of Arts in Psychology and Organizational Communication, Western State Colorado University