

Ridgway Town Council
Regular Meeting Agenda – **REVISED January 8, 2018***
Wednesday, January 10, 2018
201 N. Railroad Street, Ridgway, Colorado

5:30 p.m.

ROLL CALL Councilors Robb Austin, Vicki Hawse, Ellen Hunter, Nick Williams, Erica Young, Mayor Pro Tem Eric Johnson and Mayor John Clark

EXECUTIVE SESSION

The Council will enter into a closed session pursuant to Colorado Revised Statutes 24-6-402(b) and (e) for conference with the Town Attorney for the purpose of receiving legal advice and to discuss matters subject to negotiations.

6:00 p.m.

RECOGNITION OF DAN BARTASHIUS FOR 30 YEARS OF SERVICE WITH THE TOWN OF RIDGWAY

ADDITIONS & DELETIONS TO THE AGENDA

ADOPTION OF CONSENT CALENDAR All matters listed under the consent calendar are considered to be routine by the Town Council and enacted by one motion. The Council has received and considered reports and recommendations prior to assigning consent calendar designations. Copies of the reports are on file in the Town Clerk's Office and are available to the public. There will be no separate discussion on these items. If discussion is requested, that item will be removed from the consent calendar and considered separately.

1. Minutes of the Regular Meeting of December 13, 2017.
2. Register of Demands for January 2018.
3. Renewal of Liquor Store License for San Juan Liquors.
4. Pursuant to State Statute, designate the Town Hall bulletin board as the Official Posting Place.

PUBLIC COMMENTS Established time for the public to address the Council regarding any item not otherwise listed on the agenda. Comments will be limited to 5 minutes per person.

PUBLIC REQUESTS AND PRESENTATIONS Public comments will be limited to 5 minutes per person; discussion of each item may be limited to 20 minutes.

5. Request to renew contract for marketing services and for distribution of partial proceeds from lodging tax revenues – Colin Lacy, Ridgway Area Chamber of Commerce.

PUBLIC HEARINGS Public comments will be limited to 5 minutes per person; hearings may be limited to 20 minutes.

6. Recommendation from Planning Commission to approve Plat Amendment reducing a utility easement on private property - **Application:** Plat Amendment; **Location:** Cora Quad Lot Split, Lot B; **Address:** TBD N Cora St.; **Zone:** Historic Residential (HR) **Applicant:** Michelle Montague **Owner:** Michelle Montague.

POLICY MATTERS Public comments will be limited to 5 minutes per person; overall discussion of each item may be limited to 20 minutes.

7. Request to schedule workshop for purpose of discussing the Uncompahgre River Overlay District – Mayor Clark.
8. Discussion of Animal Resistant Trash Containers – Town Manager.
9. Town Council Code of Conduct – Town Attorney.
10. Social Media Guidelines – Town Manager.
11. Approve continuation of the Solar Energy Incentive Program through rebate of sales tax pursuant to Municipal Code 6-1-12 (C) - Town Manager.
12. Discussion regarding snow removal on sidewalks - Mayor Pro Tem Johnson.

MANAGERS REPORT

STAFF REPORT Written report is provided for informational purposes prior to the meeting updating Council on various matters that may or may not warrant discussion and action.

COUNCIL COMMITTEE REPORTS Informational verbal reports from Councilors pertaining to the following committees, commissions and organizations:

Chamber of Commerce Liaison - Councilor Young
County Board of Appeals - Mayor Clark
County Weed Board - Councilor Williams; alternate - Public Works Director
Fairgrounds Liaison - Councilor Hunter
Gunnison Valley Transportation Planning Region - Town Manager; alternate - Town Engineer
Joint Planning Board - Councilor Hunter, citizens Rod Fitzhugh & Rick Weaver; alternate-Mayor Pro Tem Johnson
Multi-Jurisdictional Housing Advisory Committee - Councilor Austin; alternate - Town Manager
Sneffels Energy Board - Mayor Clark and Town Manager; alternate - Mayor Pro Tem Johnson
Ouray County Transit Committee - Public Works Director; alternate - Town Manager
Ouray County Water Users Association - Councilor Williams
Parks, Trails & Open Space Committee - Councilors Austin, Williams and Mayor Pro Tem Johnson
Planning & Zoning Commission representatives - Mayor Clark and Councilor Hunter
Region 10 - Mayor Clark
Scholarship Committee - Councilors Young, Mayor Pro Tem Johnson and Mayor Clark
Sister Communities Initiative Committee - Councilor Hawse
Communities That Care Coalition - Mayor Clark

ADJOURNMENT

Deadline for agenda items for next regular meeting, Wednesday, February 7, 2018 at 4:00 p.m., Town Clerk's Office, 201 N. Railroad Street, Ridgway, Colorado.

RIDGWAY TOWN COUNCIL
MINUTES OF REGULAR MEETING
DECEMBER 13, 2017

CALL TO ORDER

The Mayor called the meeting to order at 5:30 p.m. in the Community Center at 201 N. Railroad Street, Ridgway, Colorado. In attendance Councilors Austin, Hawse, Williams, Young, Mayor Pro Tem Johnson and Mayor Clark. Councilmember Hunter was absent.

EXECUTIVE SESSION

The Town Attorney requested an executive session pursuant to CRS 24-6-402(b) and (e) for conference with the Town Attorney for the purpose of receiving legal advice and to discuss matters subject to negotiations.

ACTION:

It was moved by Councilor Young, seconded by Mayor Pro Tem Johnson and unanimously carried to enter into closed session.

The Council entered into executive session at 5:30 p.m. with the Town Attorney and Town Manager.

The Council reconvened to open session at 6:00 p.m.

CONSENT AGENDA

1. Minutes of the Regular Meeting of November 8, 2017.
2. Minutes of Budget Workshop on November 15, 2017.
3. Minutes of the Workshop on December 6, 2017.
4. Register of Demands for December 2017.
5. Renewal of Tavern Liquor License for Ouray County Fairgrounds.
6. Request for water leak adjustment, Meter #5630.0/Willits.
7. Renewal of Restaurant Liquor License for Adobe Inn.

ACTION:

It was moved by Councilmember Austin and seconded by Mayor Pro Tem Johnson to approve the consent agenda. The motion carried unanimously.

INTRODUCTIONS

The Town Manager introduced Paul Plasha with Mountain States Lighting contractor and manufacturer for the lighting installed within the RAMP Project. She thanked him for technical expertise and advise throughout the project.

Town Manager Coates reported the probationary employment period for Marshal Tammy Stroup has ended, and she recommended placing Marshal Stroup into full time employment status. The Council agreed and welcomed the new Town Marshal.

PUBLIC COMMENTS

Jorge Anchondo addressed the Council on behalf of the Ridgway Ouray Community Council and District 3 of Indivisible, and requested adoption of a proclamation endorsing International Day of the Migrant. He read the proclamation and asked the Council to authorize the Mayor to sign the document.

ACTION:

Mayor Pro Tem Johnson moved to approve the proclamation declaring December 18, 2017 as International Day of the Migrant. Councilor Young seconded and the motion carried unanimously.

Gutherie Castle reported the bike lanes and sidewalks along the east portion of Highway 62 have accumulations of gravel and cinders that are hazardous to bikers and pedestrians.

There was discussion by the Council and staff noted maintenance is performed by the State Highway Department. Staff was directed to contact the Colorado Department of Transportation regarding cleaning the areas.

PUBLIC REQUESTS AND PRESENTATIONS

8. Request to continue trimming or removal of a cottonwood tree in Hartwell Park

Memorandum from the Town Manager dated 12-7-17 presenting background and a request from Century Link to continue trimming or remove a tree in Hartwell Park.

Manager Coates explained the tree is located in the southwest corner of Hartwell Park and over the years Century Link has trimmed the top of the large cottonwood tree as it obstructs line of site for a redundancy tower. She reported the Town commissioned a tree inventory in 2016 in which the tree was valued at \$5000, and comments note continued cropping of the top of the tree will affect its longevity.

Dennis Collange, Regional Manager with Century Link which maintains a facility on Clinton Street, explained the corporation operates a redundancy service tower which is affixed to the top of the facility. The radio frequency provides a backup for 911 services and a dial tone in case of power failure. For a number of years a tree has grown in Hartwell Park which inhibit the passive reflectors which are in line with the City of Ouray. He noted the top of the tree needs trimming every two years, and will need to be trimmed again in the spring. Staff has advised the company the tree may not be strong enough to survive another topping, and Mr. Collange offered to compensate the Town \$5000 for removal of the tree by an arborist, and purchase another tree.

There was a question from the Council regarding moving the tower and antennae. Mr. Collange explained it would cost "millions to move the tower".

Speaking from the audience Gene Ulrich asked "is it a microwave tower" and Mr. Collange said he did not know; Mr. Ulrich asked if it transmits all the time and Mr. Collange replied "yes".

There was discussion by the Council.

ACTION:

Councilmember Young moved, with a second by Mayor Pro Tem Johnson to remove the cottonwood tree in Town Park at the request of Century Link, who shall pay for the removal and compensation of the tree. The motion carried with Councilor Austin voting in opposition.

9. Presentation of the Ridgway Area Chamber of Commerce 2017 Year End Lodging Tax Report

Letter dated 12-8-17 from Chamber Board President Colin Lacy presenting the 2017 year end lodging tax report.

Mr. Lacy addressed the Council and presented the year end report noting “foundational assets addressed in 2017 were the website, visitor centers and staffing”. He reported the organization budgeted lodging tax revenues and expenditures at \$63,000 based on receipt of \$42,000 in lodging tax receipts from the Town, and a surplus of \$21,000 received in 2016; \$53,089 has been expended this year from the receipts. He noted the “majority of projects are performed between January and June” and this year included online and print media in the San Juan Skyways publication and 2017 Visitors Guide in collaboration with the Ouray Chamber; expanding new platforms in social media; redesign of the weekly E-Blast; development of five marketing themes; upgrades and new investments in the visitors center which resulted in a 10% increase in visitors, of approximately 6,046 visits, and merchandise and materials sales up by 40%; participation in Ride the Rockies event; radio advertising.

Mr. Lacy introduced Peri Gore the new Chamber Manager, who has over 25 years of travel and hospitality management experience. He noted staffing now includes “partners and consultants, local professionals” including a new accounting firm. He explained in 2018 the Board wishes to begin policy discussions with the Town to develop partnerships for project collaboration; continue to collaborate with the Ouray Chamber for the visitors guide; develop itineraries for marketing to visitors; and numerous upgrades to the website.

POLICY MATTERS

10. Agreement with ArtSpace for predevelopment of the Space to Create Project, and approval to sole source predevelopment work

Manager Coates presented a professional services agreement for predevelopment of the Ridgway Space to Create project between the Town and ArtSpace. Funding of \$650,000 for this phase of the project is being received from State agencies and foundations. The next step in the process is a predevelopment study which will lead up to construction she noted. The process will involve design, engineering, architecture, defining scope and size of the project, and will be completed in 2019 with completed designs and financial pro-forma. She stated the Town wishes to enter into the agreement with ArtSpace, a non-profit entity which has been working with the Town on establishing the project, noting the organization has demonstrated success in developing and completing these types of projects. She reported the Council has discussed sole sourcing the project, as ArtSpace can provide services which are not available from another entity.

ACTION:

Moved by Mayor Pro Tem Johnson to enter into a sole source provider agreement with ArtSpace for predevelopment services for the Space to Create project. Councilmember Austin seconded the motion, which after a call for the vote, carried unanimously.

11. Introduction of an Ordinance Amending the Official Zoning Map to Provide for the Uncompahgre River Overlay District

Manager Coates presented a draft ordinance creating a river overlay district, and a red lined version of the draft presented at the previous meeting depicting changes contained in the new version. She reviewed the changes made to the document by staff after the November public hearing, which added a whereas clause regarding river access for the public; a cross reference to the conditional use section; update performance standards to address public access and trail requirements to accommodate proportionality of the development and consideration of any existing trail easements; allow for consideration of existing trail easements to meet the trail easement requirement within the subdivision regulations; add to conditional uses special consideration to not deprive reasonable use; and clarification of the 25 and 75 foot setbacks in the submittal requirements for the ecological characterization study.

SPEAKING FROM THE AUDIENCE:

Eric Jacobsen explained he is one of the owners of The Preserve Subdivision which is comprised of 25 lots, 17 of which are river front. He stated the development would be impacted by the proposed regulations, as the 75 foot set back from the high water mark would affect the river front lots and render them unbuildable. He noted “most utilities are in, not water taps or paving” and the land and infrastructure is valued at “2.6 million”, “with \$600,000 in river restoration”. He stated the “impacts”, “come as a huge expense to me”, noting the supreme court “has ruled” on “a good faith investment”.

Attorney Steve Johnson, representing Ridgway River Development LLC of which Mr. Jacobsen is a principal, explained the development received preliminary plat approval for 32 units in 2006. “Due to the recession in 2008” the developers “moth balled the project”. He asked that the development be “excluded from the scope of the ordinance”, and noted adoption of the regulations could be considered “a regulatory taking”. He requested the Council consider exempting the “previously platted properties” and “allow a variance to the 75 foot set back”. He stated the developers “will petition for a PUD approval” and “reinstate this development”.

Linda Ingo suggested the Town has demonstrated “poor stewardship of the river” and is “not taking care of public river access” and stated the requirement for public access is creating “real injustices”, “to property owners along the river”.

Kelly Ryan stated “now is easier than in the future to create a project of this sort”; “I urge you to have foresight and continue on”.

Dave Jones supported the comments made by Ms. Ryan.

The Town Attorney noted staff can prepare a report on the variance and conditional use processes contained in the proposed regulations and report at the next meeting. The Town Manager clarified the overlay map; stewardship of the river and references in the ordinance to high water mark and partially constructed subdivisions.

The Town Clerk read into the record a letter from support received from Randy and Jen Parker and the Mayor read a letter of support from Robin Cascade.

There were comments by the Council, and there was discussion between Council and staff.

ACTION:

Mayor Pro Tem Johnson moved to introduce the Ordinance Amending the Official Zoning Map to Provide for the Uncompahgre River Overlay District, and direct staff and the Town Attorney to clarify the variance process. Councilmember Williams seconded the motion and it carried unanimously.

12. Application for a highway access permit at South Railroad Street

Staff Report dated 12-7-17 from the Town Manager presenting background and request to apply for Highway 62 access from South Railroad Street.

The Town Manager requested approval to apply for a highway access permit for South Railroad Street to enter on to Highway 62. She explained there have been discussions with the Council and Planning Commission pertaining to a proposed development at "the old railroad property". The development would include the realignment of North and South Railroad Streets, an endeavor that Council's have discussed for many years. A highway access permit would be needed from the Colorado Department of Transportation (CDOT) if the subdivision is approved, and if it is not the permit would lapse.

There were questions from the Council. The Manager explained the current South Railroad Street would remain open to traffic, some additional parking spaces added, it would be linked to the new street and will probably have a limited ingress and egress to the highway.

ACTION:

Moved by Councilor Young, seconded by Councilor Austin and unanimously carried to apply for a CDOT access permit for highway access at South Railroad Street.

13. Discussion regarding sign regulations and placement of banners in Hartwell Park

Memorandum dated 12-8-17 from the Town Attorney regarding the use of the Hartwell Park banner poles.

Town Attorney Nerlin reported at the previous meeting the Council directed staff to address regulations for use of the banner poles in Hartwell Park. He discussed the proposed guidelines with the Council which included definition of a civic event; and limiting use of the poles to one week. He suggested working with staff to develop an application form and the Council agreed.

14. Adoption of the 2018 Capital Improvement Plans

The Town Manager noted the Town Charter requires development of a Capital Improvement Plan and presented the 2018 Capital Outlay Plan; the Five and Ten Year Capital Improvement Plans.

She reported at the time of voter approval of the construction bond for the RAMP Project, the Council committed fifty percent of the capital improvement funds to repayment. Beginning in 2018 the Town will be responsible for the full bond repayments, without supplementing from the property tax levy, which will reduce the amount of funds available for other capital improvements.

ACTION:

Mayor Pro Tem Johnson moved, with Councilor Young seconding, to adopt the 2018 Capital Improvement Plans, the motion carried unanimously.

15. Adoption of the 2018 Strategic Plan

Manager Coates explained in 2009 the Town began the process of taking the nine goals established by the Community, and applying staff goals and projects for the upcoming year. She noted these projects are not usually specifically funded in the budget, but require staff time and resources.

ACTION:

Councilor Austin moved to adopt the Town of Ridgway Strategic Plan including the goals associated with this plan, Mayor Pro Tem Johnson seconded, and the motion carried unanimously.

The Council took at recess at 7:50 pm and reconvened the meeting at 7:55 p.m.

PUBLIC HEARINGS

16. Adoption of an Ordinance Amending Zoning Regulations Applicable to Licensed Marijuana Businesses within the Town

Town Clerk's Notice of Public Hearing dated 11-9-17. Letters of opposition received 12-7-17 from Rocky Mountain Cannabis and 12-12-17 from Knifer Law.

Manager Coates explained the proposed ordinance amending zoning regulations applicable to licensed marijuana businesses, was proposed by a member of the public to change set backs in land use regulations. At the previous meeting staff was asked to amend the draft ordinance and exclude the proposal to include bus stops and establish a set back of 500 feet from day care and youth facilities. She noted the agenda packet contains a map depicting 500 and 1000 foot setbacks from existing facilities to youth centers and schools.

Mayor Clark opened the public hearing and asked if anyone from the audience wished to address the Council.

SPEAKING FROM THE AUDIENCE:

Kimah McCarthy spoke in support of the proposed ordinance, explaining she "helped to introduce the proposal" to include youth facilities into the existing set back regulations for marijuana sales. She noted adoption of the ordinance as presented "will not impact the existing marijuana shops" which are located in a special area of Town zoned for sales, adding "they will be grandfathered in".

Wendy Crank with the Juvenile Diversion Program supported the ordinance.

Lisa Thompson with Voyager supported adoption of the ordinance.

Vickie Hughes, Youth Director for Praise Him Ministries, supported ordinance adoption.

Casey Haskell with Rocky Mountain Cannabis noted "anything more restrictive will restrict" existing businesses from changing locations, and if "any new facilities are built" moving into them would be prohibitive.

Dennis Shafter with ACME Healing Center questioned if the proposed 500 foot set back will impact the existing business from a change of ownership.

Attorney Cody Knifer spoke in opposition to the ordinance noting the ordinance will "limit business growth" and "hurt residents through loss of future jobs and sales tax contributions".

Ned Bosworth stated "I don't see a need for this" ordinance; "I think this is a self serving attempt to affect the industry in the the long term"; "I am not in favor of this ordinance".

Victoria Hearst stated "this is about protecting children", "it is not about putting anyone out of business", "it is about children's safety", "protecting families and kids, that's why we are doing this".

Child care provider Vicki Hughes noted "these are the same kids coming from school" and there are "protections from schools in place".

Aaron Strength, with Fiddlers Green, stated "there is no need to amend this ordinance", "if all licenses are given out, which they are", "the only purpose is to restrict future businesses in Town". He stated the proposal is "stifling the industry".

Beverly Strength with Crazy B's Smoke Shop stated the businesses are already "restricted" by where they can be located, "the 500 feet limit on businesses that are already restricted" will hurt businesses further "due to limited location placements".

Mayor Clark closed the public hearing.

There were comments and discussion by the Council. The consensus was not to approve the ordinance. The Mayor called for a motion, and there was none.

17. Request for Change of Location on the Restaurant Liquor License for Eatery 66, relocating to 520 Sherman Street; Applicant: Eatery 66, LLC, Officers Spencer and Katherine Graves

Town Clerk's Notice of Public Hearing dated 11-6-17. Staff Report dated 11-30-17 from the Town Clerk presenting an application for a change of location for the restaurant liquor license for Eatery 66.

The Town Clerk presented a request to amend the Restaurant Liquor License for Eatery 66, held by Spencer and Katie Graves. She reported the request is to relocate the license from 566 Sherman Street to operate a restaurant at 520 Sherman Street. The original license was approved by the Town Council in May of 2015, and the establishment has had no State infractions or violations, she noted. State law requires a public hearing before the local jurisdiction for change of location permit, and the notice of public hearing has been posted, published and the premises posted.

The Mayor opened the public hearing.

SPEAKING FROM THE AUDIENCE:

Priscilla Peters spoke in support of the applicants and the application.

The Mayor closed the public hearing.

ACTION:

Councilor Young moved to grant the liquor license to Eatery 66 to relocated to 520 Sherman Street. Councilmember Hawse seconded the motion which carried unanimously.

18. Adoption of an Ordinance to Provide for Mandatory Animal-resistant Trash Containers for all Properties within the Town

Town Clerk's Notice of Public Hearing dated 11-9-17. Memorandum from the Town Manager dated 12-8-17 presenting background and recommendation.

The Town Manager reported staff is requesting the ordinance not be adopted until the spring. She noted the current five year waste and recycling contract will expire at the end of May 2018, and implementation of the ordinance at this time will create challenges to administer. She recommended adoption of the ordinance be discussed after a new contract is awarded, noting requests for proposal will include the use of animal resistant containers. Manager Coates suggested until the next discussion the Marshal's Department, which is now fully staffed, begin enforcement of current regulations which state refuse containers are not to be placed on the street until the day of refuse collection.

The Mayor opened the public hearing for comments.

SPEAKING FROM THE AUDIENCE:

Priscilla Peters spoke in opposition to the ordinance and asked the Council to "keep in mind", "elders, struggling families and one person households". She noted "the cost is extremely high", "the size of the can being proposed can't be moved" and operated by elderly and handicapped persons, "and the fines were really over the top".

Donna Green agreed with Ms. Peters comments.

The Mayor closed the public hearing. There were comments by the Council, it was agreed to not adopt the ordinance at this time; to determine the lowest cost for containers; provide education to the community regarding the need; address commercial dumpsters. Staff was directed to address the types and costs of containers and report back at another meeting; begin enforcement of the regulation pertaining to placement of refuse containers only on collection days; begin an educational component.

The Town Manager summarized Council direction, the ordinance should comport to the new refuse collection contract, require animal resistant containers for residential, commercial and industrial (including construction), provide the lowest cost container and service, containers to be the smallest size available for ease of use and latching.

19. Adoption of an Ordinance Amending Chapter 7 Section 7-3-13(H) to Provide for Commercial Telecommunication Antenna or Towers up to 40 Feet in Height on Town Owned Property in the "I-2" Light Industrial 2 Zone District

Town Clerk's Notice of Public Hearing dated 11-9-17.

Town Attorney Nerlin explained the Town is seeking the ability to install an antenna to allow internet providers to deliver services within Town. The proposed ordinance permits installation in the I-2 Zone, noting the proposed location is on Town owned property.

There was no one from the audience wishing to address the proposed ordinance.

ACTION:

Moved by Mayor Pro Tem Johnson, seconded by Councilmember Austin to adopt the Ordinance Amending Chapter 7 Section 7-3-13(H) to Provide for Commercial Telecommunication Antenna or Towers up to 40 Feet in Height on Town Owned Property in the "I-2" Light Industrial 2 Zone District. After a call for the vote, the motion carried unanimously.

20. Adoption of the 2018 Fiscal Year Budget and Property Tax Levy for 2018 and Setting a Mill Levy

Town Clerk's Notice of Public Hearing dated 10-16-17.

The Town Clerk presented two resolutions adopting the 2018 Fiscal Year Budget and approving the expenditure of funds, and a resolution setting the property tax mill levy for 2018. She noted the Town will not be levying a mill levy for repayment of the RAMP Bond this year. Mayor Clark noted the Town will be covering the obligation of the bond with receipts from the capital improvement tax.

The Mayor opened the public hearing, with no one wishing to address Council, the hearing was closed.

ACTION:

Moved by Mayor Pro Tem Johnson, seconded by Councilor Hawse to approve the Resolution Adopting a Budget for the Calendar Year Beginning on the First Day of January, 2018 and Ending on the Last Day of December, 2018, the motion carried unanimously.

ACTION:

Mayor Pro Tem Johnson moved to adopt Resolution 17-06 Appropriating Sums of Money to the Various Funds in the Amount and for the Purpose as Set Forth Below, for the 2018 Budget Year. Councilor Young seconded and the motion carried unanimously.

ACTION:

Councilmember Young moved, Mayor Pro Tem Johnson seconded to approve the Resolution Adopting the Property Tax Levy for the Year 2018 for Certification to the Ouray County Commissioners. On a call for the vote, the motion carried unanimously.

TOWN MANAGERS REPORT

Manager Coates reported the electric vehicle charging station has been installed in the parking lot south of Town Hall, and will be operational by the end of the week. She discussed scheduling Council workshops for 2018; the Town hosting the Tri-Agency Dinner with the County and City in January; Council meeting jointing with the Planning Commission at the end of January to discuss preparations for the development of the comprehensive plan.

The Town Manager reported staff is recommending limited public use of the community center due to conflicting uses with Town meetings. She suggested public use be limited to Friday evenings, and all day on Saturday and Sunday. The Council agreed.

EXECUTIVE SESSION

The Town Attorney requested an executive session pursuant to CRS 24-6-402(b) and (e) for conference with the Town Attorney for the purpose of receiving legal advice and to discuss matters subject to negotiations.

ACTION:

It was moved by Mayor Pro Tem Johnson, seconded by Councilor Young and unanimously carried to enter into closed session.

The Council entered into executive session at 9:25 p.m. with the Town Attorney, Town Manager and Town Engineer.

The Council reconvened to open session at 9:45 p.m.

ADJOURNMENT

The meeting adjourned at 9:45 p.m.

Respectfully Submitted,

Pam Kraft, MMC
Town Clerk

Town of Ridgway
The Register of Demands
January 2018

<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
Deeply Digital LLC		Alpine Bank-Operating Account	
		5075GO1 · Region 10	-4,651.07
		5075GO1 · Region 10	-1,886.05
		5075GO1 · Region 10	-4,452.00
		5075GO1 · Region 10	-2,868.80
TOTAL			-13,857.92
Ridgway Office Supply & Servic...		Alpine Bank-Operating Account	
	copy of R. Lodge plans - to be reimb	540GOO · Printing & Publishing	-22.50
TOTAL			-22.50
Econo Signs		Alpine Bank-Operating Account	
	brackets for speed limit signs	639GO2 · Street Signs	-248.90
TOTAL			-248.90
Kitu Systems, Inc		Alpine Bank-Operating Account	
	EVC station	672GO2 · Equipment Purchase	-3,438.68
TOTAL			-3,438.68
Potential Power Systems, LLC		Alpine Bank-Operating Account	
	EVC station	672GO2 · Equipment Purchase	-1,023.94
TOTAL			-1,023.94
Willow Creek Construction Inc.		Alpine Bank-Operating Account	
	RUSA lift station - concrete lid	931SOO · Maintenance & Repairs	-4,443.59
TOTAL			-4,443.59
Rocky Mountain Aggregate & C...		Alpine Bank-Operating Account	
		635GO2 · Gravel & Sand	-261.90
TOTAL			-261.90
Xerox Corporation		Alpine Bank-Operating Account	
	Dec 2017	948SOO · Office Equipment - Leases	-28.00
	Dec 2017	948WOO · Office Equipment - Leases	-28.00
	Dec 2017	548GOO · Office Equipment - Leases	-223.74
TOTAL			-279.74
InDesign Signs		Alpine Bank-Operating Account	
	speed limit signs	639GO2 · Street Signs	-780.00
TOTAL			-780.00
John Deere Financial		Alpine Bank-Operating Account	

Town of Ridgway
The Register of Demands
January 2018

Name	Memo	Account	Paid Amount
	Bartashius	934SOO · Safety Equipment	-57.48
	Bartashius	934WOO · Safety Equipment	-57.49
TOTAL			-114.97
A Rooter Man		Alpine Bank-Operating Account	
	drainage @ water plant	931WOO · Maintenance & Repairs	-375.00
TOTAL			-375.00
Deeply Digital LLC		Alpine Bank-Operating Account	
		5075GO1 · Region 10	-21,152.48
TOTAL			-21,152.48
Munro Supply Inc		Alpine Bank-Operating Account	
	RUSA lift station pump	931SOO · Maintenance & Repairs	-4,479.50
TOTAL			-4,479.50
Christl Strickland		Alpine Bank-Operating Account	
	retreat facilitator	532GOO · Creative District	-400.00
TOTAL			-400.00
Tiger Electric, Inc.		Alpine Bank-Operating Account	
	light @ 62 & Lena	638GO2 · Street Lighting	-160.00
TOTAL			-160.00
Recia Metals LLLP		Alpine Bank-Operating Account	
	EVCS pipe	672GO2 · Equipment Purchase	-150.72
TOTAL			-150.72
Verizon Wireless		Alpine Bank-Operating Account	
		943WOO · Telephone	-35.04
TOTAL			-35.04
Honnen Equipment Company		Alpine Bank-Operating Account	
	Dec 2017	662GO2 · SnowRemoval Equip&Services	-2,371.50
TOTAL			-2,371.50
Walmart		Alpine Bank-Operating Account	
	Noel Night	533GOO · Economic Development	-23.56
		732PO1 · Supplies - community center	-81.17
		732POO · Supplies & Materials	-5.12
		632GO2 · Supplies & Materials	-11.73
		932WOO · Supplies & Materials	-11.73
		932SOO · Supplies & Materials	-11.73

Town of Ridgway
The Register of Demands
January 2018

Name	Memo	Account	Paid Amount
TOTAL			-145.04
Black Hills Energy-Town Hall		Alpine Bank-Operating Account	
		742PO1 · Utilities - community center	-80.63
		842GO3 · Utilities	-80.64
		542GOO · Utilities	-80.64
TOTAL			-241.91
Black Hills Energy-PW Building		Alpine Bank-Operating Account	
		742POO · Utilities	-55.88
		642GO2 · Utilities	-55.88
		942SOO · Utilities	-55.88
		942WOO · Utilities	-55.88
TOTAL			-223.52
Black Hills Energy-Lift Station		Alpine Bank-Operating Account	
		942SOO · Utilities	-26.27
TOTAL			-26.27
Black Hills Energy-PW Office		Alpine Bank-Operating Account	
		642GO2 · Utilities	-15.17
		942SOO · Utilities	-15.16
		942WOO · Utilities	-15.16
TOTAL			-45.49
True Value		Alpine Bank-Operating Account	
	EVC station	672GO2 · Equipment Purchase	-87.92
TOTAL			-87.92
Deeply Digital LLC		Alpine Bank-Operating Account	
	WiFi for EVCS	672GO2 · Equipment Purchase	-140.00
TOTAL			-140.00
Ouray County Road & Bridge		Alpine Bank-Operating Account	
	Dec 2017	660GO2 · Gas & Oil	-310.47
	Dec 2017	760POO · Gas & Oil	-6.82
	Dec 2017	960WOO · Gas & Oil	-265.17
	Dec 2017	960SOO · Gas & Oil	-220.55
	Dec 2017	860GO3 · Gas & Oil	-324.17
TOTAL			-1,127.18
Grand Junction Pipe & Supply ...		Alpine Bank-Operating Account	
	RUSA lift station	931SOO · Maintenance & Repairs	-335.13
TOTAL			-335.13
Black Hills Energy-Hartwell Park		Alpine Bank-Operating Account	

Town of Ridgway
The Register of Demands
 January 2018

<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
		742POO - Utilities	-67.23
TOTAL			-67.23
Colorado Department of Revenue	L 04-02956-000	Alpine Bank-Operating Account	
	December 2017	23130 - CO Employee Withholding Paya...	-2,795.00
TOTAL			-2,795.00

To: Town of Ridgway
From: Ridgway Area Chamber of Commerce
Subject: 2018 Lodging Tax Budget Request
Date: Sunday, January 7th, 2018

Dear Ridgway Town Council,

The Ridgway Area Chamber of Commerce is pleased to present the following 2018 Lodging Tax Budget request. A year-end Lodging Tax P&L statement has been provided with this narrative, which reflects final 2017 Lodging Tax (LT) expenditures.

We are sharing an overall 2018 Lodging Tax budget of \$67,000. This reflects a flat Lodging Tax projection of \$50,000, combined with a surplus fund balance of \$17,000. This surplus is calculated based on our 2017 year-end P&L combined with the \$21,000 in unexpended funds from 2016. The importance and structural factors that lead to annual surpluses were noted in the 2017 year-end report.

The 2018 budget request will serve as the operating structure for RACC's marketing plan for the coming year. It is designed to ensure that our organizational and community goals are met and that Lodging Tax funds are leveraged to their maximum potential. The Chamber is excited to continue to expand its scope of work and looks forward to partnering with the Town over the coming year on our shared marketing goals.

We are pleased to announce that at our January board meeting, Chamber Manager, Peri Gore, received the title promotion to Executive Director through a unanimous vote by the RACC board of directors. Peri was hired with the intention from the beginning of serving as the organization's Director, and after effectively performing during her introductory period she has received the appropriate title elevation. More details on staffing are provided in this narrative.

The execution of this budget and marketing plan will be led by the Chamber Executive Director, staff and consultants, with support and oversight from the RACC Board of Directors, as well as continued input from local business and partners, including the Town of Ridgway.

We thank you for your partnership in supporting our local business community.

Sincerely,



Colin Lacy

President, Ridgway Area Chamber of Commerce



Ridgway Area Chamber of Commerce
150 Racecourse Road
PO BOX 544 Ridgway, CO 81432
1-800-220-4959 970-626-5181
Racc@RidgwayColorado.com RidgwayColorado.com



PROFESSIONAL SERVICES AGREEMENT: Ridgway Marketing and Promotions

THIS AGREEMENT is entered into as of this _____ day of _____, 20____, by and between the Town of Ridgway, State of Colorado, hereinafter referred to as "Town" and the Ridgway Area Chamber of Commerce, hereinafter referred to as "Contractor".

In consideration of the mutual covenants and obligations herein expressed, it is agreed by and between the parties hereto as follows:

1. **SCOPE OF SERVICES**

Contractor agrees to perform services in accordance with the Scope of Consulting Services attached hereto as Exhibit "A" and incorporated herein by this reference. Any material changes to Exhibit A and Budget shall be submitted to the Town Council in writing for approval prior to any change.

2. **TIME OF COMPLETION**

The services to be performed pursuant to this Agreement by Contractor shall be initiated upon execution of this Agreement, shall be pursued with due diligence thereafter, and shall be continued until *December 31, 2018*, unless terminated prior.

3. **PROFESSIONAL RESPONSIBILITY**

Contractor shall be responsible for the professional quality, timely completion and coordination of all services as outlined in Exhibit A and shall without additional compensation promptly remedy and correct any errors, omissions or other deficiencies. Contractor is solely responsible for the timing, means and methods of performing the work. Contractor shall meet or exceed industry standards applicable to the services and shall provide for all training and education needed and provide all tools necessary to perform the services. Contractor shall comply with all applicable laws.

4. **RELEASE AND INDEMNIFICATION**

Contractor hereby waives any claims for damage to Contractor's property or injury to Contractor's person against the Town, its officers, agents and employees arising out of the performance of the services under this Agreement. To the fullest extent permitted by law, the Contractor agrees to indemnify and hold harmless the Town, and its officers and its employees, from and against all liability, claims, and demands, on account of any injury, loss, or damage, which arise out of or are connected with the Services, if such injury, loss, or damage, or any portion thereof, is caused by, or claimed to be caused by, the act, omission, or other fault of the Contractor or any subcontractor of the Contractor, or any officer, employee, or agent of the Contractor or any subcontractor, or any other person for whom Contractor is responsible. The Contractor shall investigate, handle, respond to, and provide defense for and defend against any such liability, claims, and demands, and to



bear all other costs and expenses related thereto, including court costs and attorneys' fees. The Contractor's indemnification obligation shall not be construed to extend to any injury, loss, or damage which is caused by the act, omission, or other fault of the Town.

5. **PAYMENT**

In consideration of the proper performance of the Contractor's services, Town agrees to pay the Contractor 70% of the lodging tax revenues received in fiscal year 2018, for services as described in Exhibit A. Payment shall be made on a bi-monthly (every 2 months) basis and upon collection and receipt of lodging tax funding by the Town. Contractor is not entitled to reimbursement for supplies, materials or expenses without the prior approval of the Town Manager.

6. **TOWN REPRESENTATIVE**

The Town hereby designates its Town Manager, or her designee, as its representative and authorizes her to make all necessary and proper decisions with reference to this Agreement.

7. **INDEPENDENT CONTRACTOR**

The services to be performed by the Contractor are those of an independent contractor and not as an employee of the Town. As an independent contractor, Contractor is not entitled to worker's compensation benefits except as may be provided by the independent contractor nor to unemployment insurance benefits. The Contractor is obligated to pay all federal and state income tax on any moneys paid pursuant to this Agreement.

8. **ASSIGNMENT**

This Agreement may not be assigned nor subcontracted by either party without the written consent of the other party.

9. **INSURANCE**

The Contractor agrees to procure and maintain, at its own cost, a policy or policies of insurance. The Contractor shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to the Contract Documents by reason of its failure to procure or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, duration, or types.

Contractor shall procure and maintain the minimum insurance coverages listed below, and provide proof to the Town. Such coverages shall be procured and maintained with forms and insurers acceptable to Town. All coverages shall be continuously maintained from the date of commencement of services hereunder.

- A. Worker's Compensation insurance as required by State Statute and Employer's Liability Insurance covering all of Contractor's and any subcontractor's employees acting within the course and scope of their employment. If Contractor is an individual and has no employees and claims an exemption, proof of such



exemption shall be provided to the Town.

Contractor will maintain General Liability Insurance.

The parties hereto understand and agree that the Town is relying on, and does not waive or intend to waive by any provision of this contract, the monetary limitations (presently \$350,000 per person and \$990,000 per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101 *et seq.*, as from time to time amended.

10. **BREACH AND TERMINATION**

All terms and conditions of this Agreement are considered material and failure to perform any of said conditions on be considered a breach of this Agreement. In such event, either party may notify the other of the breach, in which case there shall be a thirty day opportunity to cure the breach, except for failure to provide service which must be corrected within 3 days. If the breach is not cured the non- breaching party may have recourse to any and all remedies provided by law, including damages, specific performance, and termination of the contract.

Either party may terminate this contract by giving 60 day written notice to the other. In the event of termination of this contract, Contractor shall immediately repay to the Town any amounts not committed or expended, which it has received from the Town and shall conduct no further activities pursuant to this contract. Likewise, the Town will still reimburse Contractor for any amounts committed or expended in accordance with Exhibit A.

11. **MISCELLANEOUS**

Contractor shall comply with all laws, ordinances, rules and regulations relating to the performance of this Agreement, use of premises and public places and safety of persons and property. This contract shall be construed subject to Colorado Law.

12. **DATE**

This Agreement is dated _____, 2018.

13. **EMPLOYMENT OF “ILLEGAL ALIENS”**

The following provisions are required by Colorado Revised Statutes §8-17.5-102, as amended. The term “illegal alien” is used as it is referenced in the above Statutes and is not a term chosen or endorsed by the Town.

- A. Contractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement.



- B. Contractor shall not enter into a contract with a Subcontractor that fails to certify to the Contractor that the Subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement.
- C. Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this agreement through participation in either (1) the e-verify program, (the electronic employment verification program created in Public Law 104-208 as amended and expanded in Public Law 108-156, as amended, and jointly administered by the US Department of Homeland Security and the Social Security Administration, or its successor program) or (2) the Department Program (the employment verification program established pursuant to CRS §8-17.5-102(5)(c)).
- D. Contractor is prohibited from using the e-verify program or the Department program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed.
- E. If the Contractor obtains actual knowledge that a Subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien, the Contractor shall be required to: (a) notify the Subcontractor and the Town within three days that the Contractor has actual knowledge that the Subcontractor is employing or contracting with an illegal alien; and (b) terminate the subcontract with the Subcontractor if within three days of receiving the notice required pursuant to (a) of this paragraph (E), the Subcontractor does not stop employing or contracting with the illegal alien; except that the Contractor shall not terminate the contract with the Subcontractor if during such three days the Subcontractor provides information to establish that the Subcontractor has not knowingly employed or contracted with an illegal alien.
- F. Contractor shall comply with any reasonable request by the Department of Labor and Employment in the course of an investigation that the Department is undertaking pursuant to CRS §8-17.5-102(5).
- G. If Contractor violates these illegal alien provisions, the Town may terminate this Agreement for a breach of contract. If this Agreement is so terminated, Contractor shall be liable for actual and consequential damages to the Town. The Town will notify the Office of the Secretary of State if Contractor violates these provisions and the Town terminates this Agreement for that reason.
- H. Contractor shall notify the Town of participation in the Department program and shall within 20 days after hiring an employee who is newly hired for employment to perform work under this Agreement affirm that the contractor has examined the legal work status of such employee, retained file copies of the documents required by 8 USC §1324a and not altered or falsified the identification



documents for such employee. Contractor shall provide a written, notarized copy of the affirmation to the Town.

14. **APPROPRIATION REQUIRED**

This Agreement shall NOT be construed to constitute a debt of the Town beyond any current fiscal year and shall be subject to the availability of an annual appropriation therefore by the Town.

TOWN OF RIDGWAY

By _____
John Clark, Mayor

ATTEST:

Town Clerk

CONTRACTOR: *Ridgway Area Chamber of Commerce*

By _____
Colin Lacy, President



TOWN HALL PO Box 10 | 201 N. Railroad Street | Ridgway, Colorado 81432 | 970.626.5308 | www.town.ridgway.co.us

CRS 8-17.5-102 Certification

Name of Project: **Ridgway Marketing and Promotions**

Date: _____

Pursuant to CRS 8-17.5-102(1) the undersigned hereby certifies that at this date it does not knowingly employ or contract with an illegal alien who will perform work under the contract for the above referenced project and that the Contractor will participate in the E-Verify Program or the Department Program in order to confirm the employment eligibility of all employees who are newly hired for work under the contract for the above referenced project.

CONTRACTOR: Ridgway Area Chamber of Commerce

By: _____
Colin Lacy, President



EXHIBIT A

Exhibit A: Scope of Services

WHEREAS, the Town of Ridgway Town Council (“Town”) has levied a Lodging Tax upon the business of furnishing rooms or accommodations for consideration in a hotel, motel, apartment hotel, lodging house, motor hotel, guest house, or other similar lodging businesses in the amount of 3.5% of the entire amount charged for furnishing the room or accommodations, and

WHEREAS, Ordinance No. 01-2016 states that seventy per cent of the net lodging tax revenues received by the Town shall be used for tourism promotion and economic development purposes, and

WHEREAS, the Town has determined that the Ridgway Area Chamber of Commerce (“Chamber”) has the experience, expertise and mission to enable it to effectively conduct activities related to the above referenced purposes pursuant to this Contract with the Town, and the Chamber has presented to the Town Council with a summary of detailed expenditures for the prior year and planned budget and expenditures for the current year that are acceptable to the Town, and

WHEREAS, the Chamber intends to operate a Visitor’s Center within the Town of Ridgway for the purpose of welcoming visitors and tourists and providing information and resources to the public for the benefit of all local businesses, residents and the Ridgway area, and

WHEREAS, the Chamber agrees to submit quarterly reports to the Town describing its activities during the prior (3) months (reports to be submitted by the 5th day of: May, August, and October), including itemized expenditures of Lodging Tax funds for the quarter, and at the end of the year the Chamber will provide an itemized year-end financial report of all Lodging Tax expenditures, and prior to December 1, 2018 the Chamber will provide a Lodging Tax Report listing the accomplishments of that year and may request a new contract for Lodging Tax funding for the next year that would include a budget and marketing plan for the upcoming year for consideration by the Town, and

WHEREAS, the Town may request, at the expense of the Chamber, a formal financial review and an official audit, by an independent outside auditor, of all finances related to public dollars, and the Chamber shall provide any financial documentation requested by the Town pertaining to Lodging Tax funds, and

WHEREAS, the Town and Chamber agree that a designated Town Council/Chamber Board liaison will be important to ensuring beneficial communication, feedback and support for both the Town and Chamber in the administration of this Contract and expenditure of public funds, and both entities will work together to support this liaison in their efforts, and



WHEREAS, the Town and Chamber desire to work cooperatively with each other, and other community entities and organizations, to develop economic development strategies that benefit the community and Ridgway area, and the Chamber is committed to supporting the Town's efforts in economic development, and

WHEREAS, the Chamber desires and agrees to market and promote the community and economic development initiatives of the Town in 2018, including but not limited to: Love Your Valley Festival, Ridgway Concert Series and the Space to Create project, and

WHEREAS, the Town's 2011 Land Use Plan includes a Goal 5: Economy, with associated policies and action items:

Goal 5: Encourage and facilitate a vibrant, diverse and sustainable local economy that reflects Ridgway's social fabric, values, and character.

Employ symbiotic regional partnerships for economic development;

Work to positively engage the Ridgway Area of Chamber of Commerce in local government conversations, meetings and workshops relative to economic development and infrastructure needs, including progressive investment in the downtown historic business district and incorporating concepts defined in the Strategic Plans for both entities.

Actively engage and participate in regional economic develop efforts such as the Strategic Economies Together effort facilitated by Region 10 and the sub-committees formed pursuant to the Ouray County "Bottom Up" Initiative, including : Economic Diversity, Community Branding, Creative District Designation, Expanding Recreational Tourism, and Broadband Initiatives.

Collaborate with Ouray County, the City of Ouray, the Chambers of Commerce, Region 10 and other appropriate development agencies on comprehensive Economic Development addressing broad issues associated with economic growth and land use in the Ridgway area.

Whereas, the parties shall strive to provide each other with timely notification via email of all meetings, events, projects and collaborations on which the parties have mutually agreed to participate on, with notices sent to:

Ridgway Town Hall
PO Box 10
Ridgway, Colorado 81432
jcoates@town.ridgway.co.us

Ridgway Area Chamber of Commerce
150 Racecourse Road
Ridgway, CO 81432
raccadmin@ridgwaycolorado.com

NOW THEREFORE, the Town and Chamber agree to the following Scope of Services for this contract.

2018 Lodging Tax Budget

Projected Available Lodging Tax Funds in 2018 = \$67,000 (\$50,000 in projected 2018 LT funds combined with \$17,000 in surplus LT funding from 2016/17)

This is the summary of the budget request and categories and a more detailed narrative on each category can be found below:

Print Media and Advertising	\$	5,500
Online Media and Advertising, including Social Media	\$	6,500
Visitors Center Operations	\$	4,000
Visitor Center Upgrades and Merchandise	\$	6,000
Website Upgrades and Operations	\$	4,500
Visitors Guide Fulfillment, Publishing and Content	\$	4,500
Ridgway Online Presence Project	\$	2,000
Marketing Collaboration and Professional Development	\$	1,000
Itineraries	\$	1,000
Staff	\$	20,000
New Initiative: Colorado Creative Corridor	\$	5,000
Reserve	\$	7,000
TOTAL	\$	67,000

2018 Lodging Tax Budget Narrative

Print Media and Advertising (\$5,500)

We will be focus on improving our presence in select outlets while maintaining a consistent message of Ridgway area assets and activities. Our limited budget requires us to be discerning with our advertising, however some of the publications we will consider, include:

- San Juan Skyway Magazine
- Colorado Activities Summer Vacation Guide
- Colorado State Vacation Guide
- Colorado Life Magazine

It is important to note that through this category we intend to develop new materials and advertising tools that enable us to more effectively communicate the five marketing themes around which we are now organizing our marketing vehicles. Our goal is to invest evenly across the fives themes, which are meant to capture the various assets, activities and attractions that would bring a visitor to Ridgway:

- Arts & Entertainment
- Health & Wellness
- Outdoor Adventure
- Culinary Experiences
- History & Heritage

Within this category, as well as the Online Advertising category we will be exploring potential partnership projects with OCRA and that can improve county-wide messaging and create financial efficiencies. This will include exploring increased promotion of winter/off-season visitation and activities.

Online Media and Advertising, including social media (\$6,500)

RACC will continue to devote increased attention to online marketing vehicles and social media platforms that can enable us to more effectively reach an even wider audience. We will continue to grow a strong Facebook presence through both the Chamber page as well as the One Ridgway page. Our Facebook page now includes over 1,280 followers and 1,300+ likes. We also have an additional 270 followers on our One Ridgway page, which is dedicated to encouraging residents to shop locally. These combined social media assets reflect the strongest single Facebook presence for Ridgway. We look forward to leveraging these assets more in 2018, including through significantly increased paid advertising via Facebook, which can enable us to target specific audiences for our local businesses and events. We also intend to invest time to building new online platform profiles and assets, including Instagram.

We will also make targeted investments in online advertising outlets, including the potential continuation of our GoColorado.com lead-generating advertising from 2017 as well as Colorado.com.

As noted above, we are exploring with OCRA potential online advertising collaborations in 2018 that could provide unique visibility to our local business community.

Visitors Center Operations (\$4,000)

With over 6,000 visitors each year, the Visitor Center is a critical resource for presenting our community and highlighting local businesses and nonprofits. This year we are breaking out Visitor Center “operations” from “upgrades” in order to more effectively communicate and

manage our budget. A clear picture of the operation expenses of the Visitor Center can be found in the P&L. Note that we are making changes to our phone and internet plan in order to reduce this expense category.

Visitor Center Upgrades and Merchandise (\$6,000)

We will continue to build upon the investments and improvements that were made to the Visitor Center in 2017 (detailed in the 2017 year-end report). Some of the new features that will be added in 2018 include map displays and content narratives for the new display areas that were installed in 2017.

We will make small improvements to outside presentation, however it is important to note that we believe the Visitor Center requires more significant outside structure and signage upgrades. This would require much more financial investment and collaboration with the Railroad Museum and Town. We note this as something to begin discussion and consideration for 2019.

We will also make an increased investment in merchandise, which will be a fun, effective and new way to market Ridgway.

Website Upgrades and Operations (\$4,500)

As has been noted in RACC presentations before that we see the RidgwayColorado.com site as a foundational asset that requires constant investment and improvement. It will be essential to ensure continual content creation and continually improve functionality and user experience. 2018 investments will include more rich content creation, including integration of social media assets and video/imagery. We will create a basic CRM (customer relationship management) system that will better enable us to track and support members and maintain an up to date site. We also intend to create improved analytics tools that can enable us to share with members (and Town) tangible and specific impact of the site. This budget category also includes basic website and technology operations support, including site and email server support from our technology partner Peak Media.

Visitors Guide Fulfillment, Publishing and Content (\$4,500)

We are excited for the release of the 2018 combined Visitor Guide with OCRA, which reflects improved content and narrative with the support of RACC's editing consultant Tanya Ishikawa. We will continue to invest in fresh content for the 2019 guide, and we are also identifying components of the 2019 narrative that could be done in collaboration with OCRA/Ouray to create a stronger piece and a better reader experience. This budget category includes content creation and editing, as well as fulfillment expense.

Ridgway Online Presence Project (\$2,000)

In fall 2017, RACC successfully applied for support for "The Ridgway Online Presence Project", which will be a three-phased approach to boosting our local businesses online marketing presence and resources. In 2018, RACC will implement a series of workshops, consultation sessions and small grants that are designed to boost the Ridgway business community's collective online presence.

Project Summary

The vast majority of potential customers, both residents and visitors, find information about a business online. Yet, a significant percentage of our local businesses lack the various tools necessary to effectively showcase their business. This includes not only a strong website but a

social media presence, including an effective Facebook page, as well as location finders and review tools such as Google Maps and Google Reviews.

The top three identified needs by local businesses from RACC's most recent survey were:

- "Marketing support for my specific business"
- "Marketing of the broader Ridgway area"
- "Support with my business's online presence and social media"

This project is designed to address all three of these primary business needs in the Ridgway community. An improved online presence helps a business better market themselves, and it helps RACC and others better market the business as well. A collective increase in the online presence of our businesses enables RACC and others to better market the Ridgway area in general, and it increases the likelihood that regional visitors will patron our businesses.

Training sessions will be tailored to meet both the needs of those looking to create a website for the first time, or those looking to improve their existing page. As the schedule is finalized, topics may be integrated into single sessions, however themes will include:

- Website Creation and the Key Elements of a Successful Website
- Creating an Effective Facebook Business Page
- Leveraging the RidgwayColorado.com Website
- Securing Customers with Google Maps and Reviews and Other Online Review Sites

The implementation phase will focus on a series of trainings and consultation sessions that will provide local businesses with the tools to advance their online presence. We look forward to partnering with the Town and others in the implementation of this project in 2018, and again thank the San Miguel Power Association for its leadership in supporting this project.

Marketing Collaboration and Professional Development (\$1,000)

This budget category will be for select conferences and events that support improved regional collaboration as well as for staff professional development and training.

Itineraries (\$1,000)

Itineraries are an additional project that has recently begun and we plan to develop more in 2018. We will ultimately develop itineraries across a wide range of activities, themes and times (all five of the marketing themes). We will develop 1-day to 3-day itineraries for each of the "Things To Do" categories. Peak Media will be helping to create interactive, streamlined pages for the itineraries on RidgwayColorado.com. We look forward to the itinerary development becoming an important way to collaborate with local partners and create strong, action-oriented content for both visitors and locals, which ultimately lead to more customers for local businesses and nonprofits. These will become important assets of not only the website but the Visitors Center as well.

New Initiative: Colorado Creative Corridor (\$5,000)

Ridgway will now join four other Colorado communities in the establishment of the "Colorado Creative Corridor." The project will be supported by the Colorado Tourism Office with a \$25,000 matching grant to advance the development and marketing of the new initiative in 2018. RACC will provide \$5,000 in match funding for this effort, as did each participating community. The partners are: Tourism Council of Carbondale; Carbondale Creative District; Salida Creative District; Chaffee County Visitors Bureau; Crested Butte Creative District; Gunnison-Crested Butte

Tourism Association; Delta County Tourism Council; North Fork Creative Coalition; Ridgway Creative District; and the Ridgway Chamber.

The “Creative Corridor” will be a route that leads visitors some 331 miles between five creative district destinations: Carbondale, Salida, North Fork Valley, Crested Butte, and Ridgway. The route will take travelers through several different regions, geographical features and communities providing unique experiences that tell the rich story of Colorado mountain culture. The project is designed to build off the success of the Historic Hot Springs Loop, and will formally launch in this May.

We are excited for this significant collaboration between RACC and the Town. It is also important to note that we have placed this under a new “New Initiative” category in the budget. The RACC board believes it is important to bring at least one significant new initiative to the table each year in order to maintain fresh and innovative programming. In 2018, that major new initiative will be partnering with the Town on the Colorado Creative Corridor.

Staff (\$20,000)

As noted in the 2017 year-end report, our Board is thrilled to have had Peri Gore join the Chamber in November. Peri comes to us with over 25 years of leadership experience in the Travel Management and Hospitality industries (bio below).

Our broader staffing strategy is focused on using as much local expertise as possible and the RACC has developed a wonderful group of staff and consultants to help advance our mission. Our exceptional group of local consulting partners and staff now includes:

- *Chamber Manager* – Peri Gore
- *Visitors Center and Volunteer Coordinator* – Judy King
- *Accounting Firm* – Middleton Accounting
- *Website and Technology Partner* -- Peak Media (Josh Gowans)
- *Media and Design Partner* – Sprout Design Studio (Nicole Green)
- *Communications and Social Media Consultant* – Ashley King-Grambley
- *Online Content and Storytelling Consultant* – Tanya Ishikawa
- *Membership Consultant* – Pamela Cannalte

Our staffing goal for 2018 and beyond is to transition the Chamber to an organization that is staff-led and board-advised. With the increase in Lodging Tax receipts and growing membership, RACC is now in a position to offer an experienced professional an average 25 hours per week set up. This budget allocation will allow the organization to achieve that. Increased staff capacity will enable the organization to successfully achieve its marketing plan and bring increased value to the local business community. Ultimately, all of the projects and budget categories above will only be successful with sufficient professional time and attention.

We also believe this is an issue of the proper stewardship of public funds. RACC’s growing Lodging Tax receipts should be managed by paid professional staff whose career and profession is dependent on proper and effective management of that funding. It should not be executed upon by a volunteer board. The board is in place to oversee the management of that staff and funding but not to execute on the implementation of the programming. This is the most appropriate structure for an effective organization, and it will also require the appropriate budget allocation.

A stronger component within the budget will also allow the organization to more successfully manage staff transitions in the future by being able to offer an increased number of hours and compensation for the opportunity.

Peri Gore bio:

Peri Gore is a well-respected and active member of the Travel Management and Hospitality Industry. Having served her clients for more than twenty-five years in many aspects of Travel Management, Peri's experience is extensive and comprehensive including hotel site selection, contracting and management, air travel, event planning, onsite event management and account reconciliation. Paying attention to detail and finding what will turn an ordinary event into an extraordinary experience in order to exceed the client's expectations are special talents that motivate her in the Hospitality Industry. Peri relies on past experiences to bring a high level of expertise to her role as Travel Director and Onsite Event Manager.

Peri attended Texas A&M University and graduated from the University of Texas in Dallas with a Bachelor of Science degree in Business Management, including a special emphasis on International Business. She is an avid fly fisherman, enjoys hiking, camping and skiing and her love for travel has taken her to more than 50 countries around the world. Peri's philanthropic interests include being involved with Trout Unlimited and Project Healing Waters Fly Fishing. She is also a member of Professional Convention Management Association.

2019 Reserve (\$7,000)

As has been discussed, the first six months of the calendar year bring limited LT funding, while at the same time represent the largest months for expenditures. We believe it is critical to aim for a healthy reserve for 2019. This target of \$7,000 is lower than what we would ultimately like to achieve, however we have budgeted conservatively off of 2017's Lodging Tax receipts and hope and anticipate stronger visitation in 2018, ultimately allowing this reserve to be larger than currently projected.

We look forward to having in place quarterly meetings between Chamber and Town staff in 2018, and continuing to build upon the organizational progress that was achieved in 2017. We thank the Town Council and staff for their partnership in this important work on behalf of our local business community.



NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Ridgway Town Council will hold a **PUBLIC HEARING** at the Town Hall Community Center, 201 N. Railroad Street, Ridgway, Colorado, on Wednesday, January 10nd, 2018 at 6:00 p.m., to receive and consider all evidence and reports relative to the application described below:

Application for: Plat Amendment

Location: Cora Quad Lot Split, Lot B

Address: TBD N Cora St,

Zoned: Historic Residential (HR)

Applicant: Michelle Montague

Property Owner: Michelle Montague

ALL INTERESTED PARTIES are invited to attend said hearing and express opinions or submit written testimony for or against the proposal to the Town Clerk.

FURTHER INFORMATION on the above application may be obtained or viewed at Ridgway Town Hall, or by phoning 626-5308, Ext. 222.



DATED: January 3, 2018

Shay Coburn, Town Planner

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Ridgway Planning Commission will hold a **PUBLIC HEARING** at the Town Hall Community Center, 201 N. Railroad Street, Ridgway, Colorado, on Tuesday, January 2nd, 2018 at 5:30 p.m., to receive and consider all evidence and reports relative to the application described below:

Application for: Plat Amendment

Location: Cora Quad Lot Split, Lot B

Address: TBD N Cora St,

Zoned: Historic Residential (HR)

Applicant: Michelle Montague

Property Owner: Michelle Montague

ALL INTERESTED PARTIES are invited to attend said hearing and express opinions or submit written testimony for or against the proposal to the Town Clerk.

FURTHER INFORMATION on the above application may be obtained or viewed at Ridgway Town Hall, or by phoning 626-5308, Ext. 222.



DATED: December 21, 2017

Shay Coburn, Town Planner

PLANNING & ZONING PERMIT

Incomplete Applications will be Rejected

Receipt # _____
Date Received 12/8/17
By JN
* For Office Use Only

ACTION REQUESTED

TEMPORARY USE PERMIT	[] 7-3-13c	VARIANCE	[] 7-3-16
CONDITIONAL USE PERMIT	[] 7-3-14	REZONING	[] 7-3-17
CHANGE IN NON-CONFORMING USE	[] 7-3-15	SUBDIVISION	<input checked="" type="checkbox"/> 7-4-1 thru 7-4-12
OTHER: _____	[] _____		

APPLICANT/APPLICANTS:

NAME: Michelle Montague
MAILING ADDRESS: PO Box 732
CITY: Telluride CO 81435
TELEPHONE NO.: 970-708-9401
FAX: _____

OWNER/OWNERS OF RECORD:

NAME: same
MAILING ADDRESS: _____
CITY: _____
TELEPHONE NO: _____

ADDRESS OF PROPERTY: Lot B Cora Quad Subdivision
ACREAGE/SQUARE FOOTAGE: 6852.5 sq ft ZONING DISTRICT: Historic Residential
BRIEF DESCRIPTION OF REQUESTED ACTION: Reduction of overhead easement for neighboring power line from 15' to 10'

ATTACHMENTS REQUIRED FOR ALL ACTIONS:

1. Evidence of ownership or written notarized consent of legal owner(s).
2. Copy of all site plans drawn to scale showing location of building(s), elevations, abutting streets, and all dimensions, must be submitted on paper size of 8.5 x 11 or 11 x 17. (12 copies unless otherwise noted)
3. A filing fee payable to the Town of Ridgway.

FILING FEE SCHEDULE:

Temporary Use	\$ 100.00	Subdivisions	
Conditional Use	100.00	a. Sketch Plan	200.00
Change in Nonconforming Use	100.00	(plus \$10.00 per lot or unit)	
Variances & Appeals	150.00	b. Preliminary Plat	400.00
Rezoning	200.00	(plus \$20.00 per lot or unit)	
Reviews Pursuant to 7-3-18	100.00	c. Final Plat	300.00
Variance from Flood Plain Reg's	100.00	d. Minor Subdivision	200.00
Deviations from Single Family		e. Lot Split	100.00
Design Standards	100.00	f. Replat/amended plats	100.00
		g. Planned Unit Development	(a. b. & c.)

ADDITIONAL COSTS:

Applicant and owner shall be jointly and severally responsible for legal, engineering, planning, administrative and miscellaneous fees, including recording costs, if incurred. (R.M.C. 7-3-20(B) and 7-4-12(B)). Water and sewer tap fees and development excise taxes are due at approval of final plats.

SPECIFIC ATTACHMENTS REQUIRED FOR EACH ACTION:**CONDITIONAL USE PERMITS:**

1. The site plan shall show off-street parking requirements, landscaping and architectural features.
2. Information showing compliance with applicable criteria.
3. Notice of hearing shall be posted at Town Hall 10 days before the hearing.
4. Property shall be posted at least 10 days prior to the hearing.

TEMPORARY USE PERMITS:

1. The site plan shall show off-street parking requirements, landscaping and architectural features.
2. Information showing compliance with applicable criteria.
3. Property shall be posted at least 10 days prior to the hearing.

CHANGES IN NON-CONFORMING USE:

1. Description of existing non-conformity.
2. Information showing compliance with applicable criteria.
3. Notice of hearing shall be posted at Town Hall 10 days before the hearing.
4. Property shall be posted at least 10 days prior to the hearing.

VARIANCE:

1. Site plan showing details of the variance request and existing uses within 100 ft. of property.
2. Information showing compliance and/or non-compliance with applicable criteria.
3. Notice of hearing shall be posted at Town Hall 10 days before the hearing.

REZONING:

1. Legal description, present zoning and requested zoning of property.
2. Notice of hearing shall be posted 10 days before the date of the hearing.
3. Property shall be posted at least 10 days prior to the hearing.

SUBDIVISION:

1. All requirements established by Municipal Code Sections 7-4-1 through 7-4-12.
2. Affidavit of notice sent to all surface and mineral owners and lessees of mineral rights.
(Proof of proper notice must be submitted prior to the hearing.)
3. The Preliminary Plat shall be submitted 21 days prior to the hearing.
4. The Final Plat shall be submitted 20 days prior to the next scheduled Planning & Zoning meeting.
5. Sketch plan required in subdivisions consisting of more than 5 proposed lots or units.

Applicant and owner shall be jointly and severally responsible for legal, engineering, planning, administrative and miscellaneous fees, including recording costs, if incurred. (R.M.C. 7-3-20(B) and 7-4-12(B)). Water and sewer tap fees and development excise taxes are due at approval of final plats.

M. Montague
Signature of Applicant/Applicants

11.16.17
Date

M. Montague
Signature of Owner/Owners

11.16.17
Date

Michelle Montague

TBD N. Cora

Ridgway CO 81432

Location:

Cora Quad Lot Split, Lot B (former Lots 9 and 10) Block 32 Town of Ridgway

Request:

Proposed Plat Amendment

Reduction of Overhead Utility Easement on NE corner of lot (begins at alley)

Overhead electrical line

I am requesting a reduction from 15' to 10' for the overhead easement on the NE corner of my lot (Easement Exhibit). This is an overhead power line on my neighbor's property.

Background:

This is a utility easement for an overhead power line on neighboring property. There is also a 12' utility easement along the alley on the east side of the lot. This easement is for Lot 8 to access the sewer on Frederick Street. In Addition there is a large Box Elder Maple Tree on the southeast of the lot which I am making every effort to keep. (Utility Easement and Tree)

As you can see I am facing some challenges on this lot with multiple easements. I would like to place my accessory dwelling as close to the NE corner of my lot as possible. This would be 12' from the alley and 8' from the neighboring lot to the North. Approving the overhead easement reduction would allow this. I am not asking for any other variances.

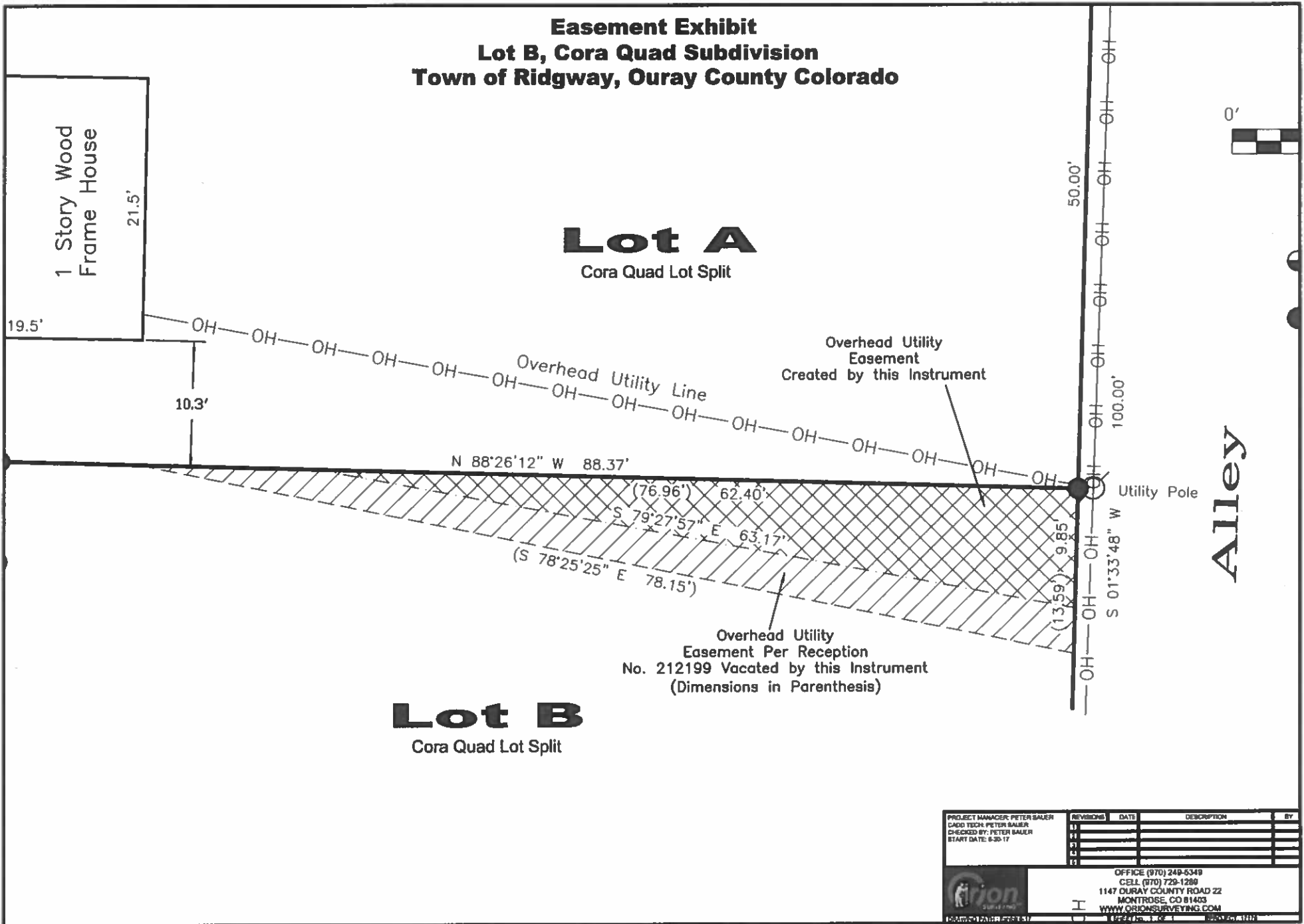
I will be in attendance at this meeting and am happy to answer any questions you may have.

Sincerely,

Michelle Montague

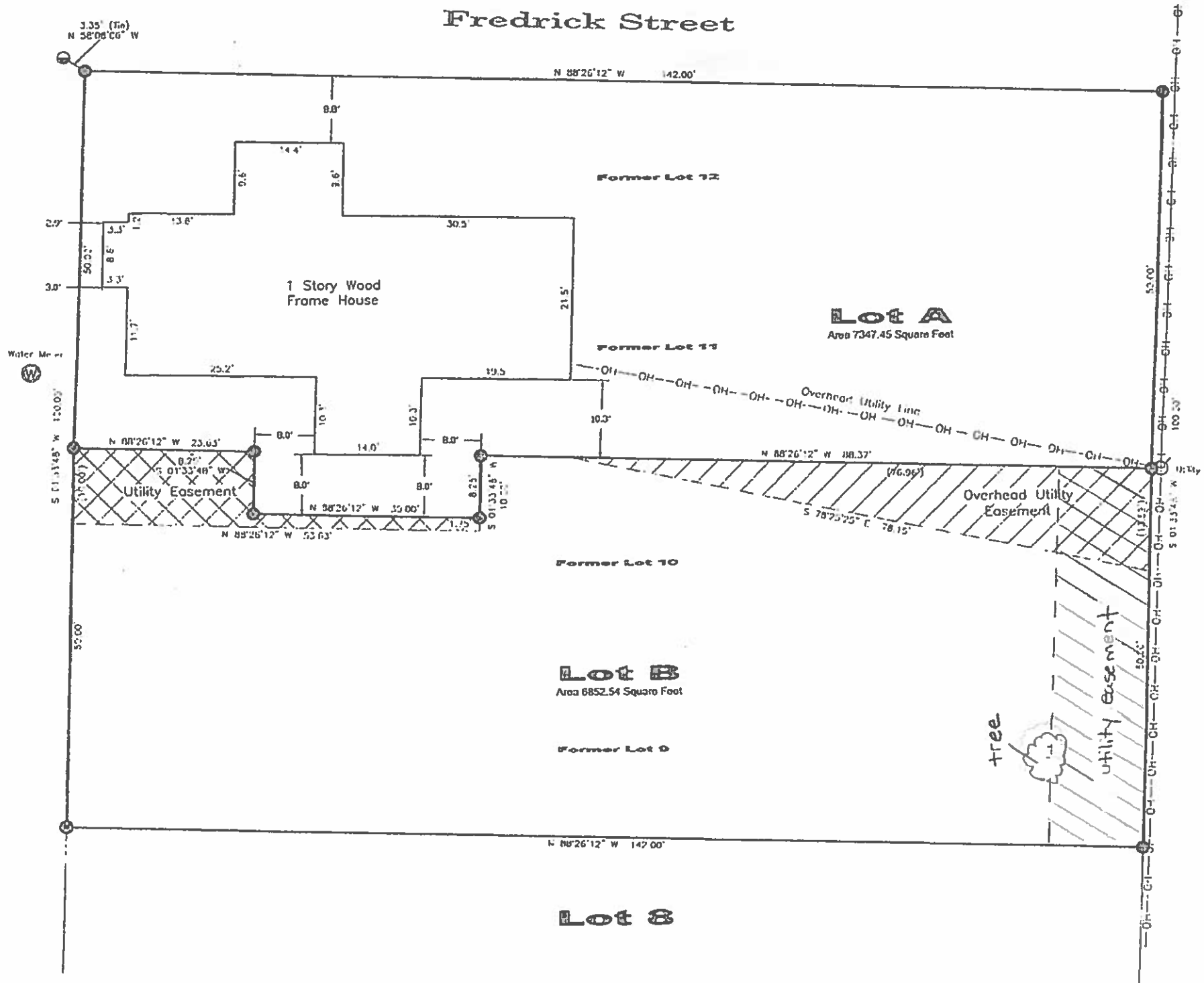


Easement Exhibit
Lot B, Cora Quad Subdivision
Town of Ridgway, Ouray County Colorado



PROJECT MANAGER: PETER BAUER		REVISIONS	DATE	DESCRIPTION	BY
CADD TECH: PETER BAUER		1			
CHECKED BY: PETER BAUER		2			
START DATE: 6-30-17		3			
		4			
		5			
		6			
		7			
		8			
		9			
		10			
		OFFICE (970) 248-5348 CELL (970) 729-1288 1147 OURAY COUNTY ROAD 22 MONTROSE, CO 81403 WWW.ORIONSURVEYING.COM			
PRINTED: 12/28/2017 10:10 AM PLOT: 12/28/2017 10:10 AM		12/28/2017 10:10 AM			

Cora Street



Utility Easement : Tree

STAFF REPORT

Request: Amended Plat
Legal: Cora Quad Lot Split, Lot B (Block 32)
Address: TBD Cora St.
Parcel #s: 430516243002
Zone: Historic Residential (HR)
Applicants: Michelle Montague
Owner: Michelle Montague
Initiated By: Shay Coburn, Planner
Date: January 2, 2018

REQUEST

This request is to amend an overhead utility easement on the Cora Quad Lot Split plat map recorded with the Ouray County Clerk and Recorder at reception number 212199. The Applicant proposes reducing the Overhead Utility Easement by five feet, from the exiting 15 feet to ten feet. This easement currently provides access to the overhead power line serving the building just to the north of the subject property.

An application was submitted December 8, 2017 along with a letter, exhibits showing the proposed change, and applicable fee. The property and public hearing have been noticed in compliance with the Town Municipal Code.

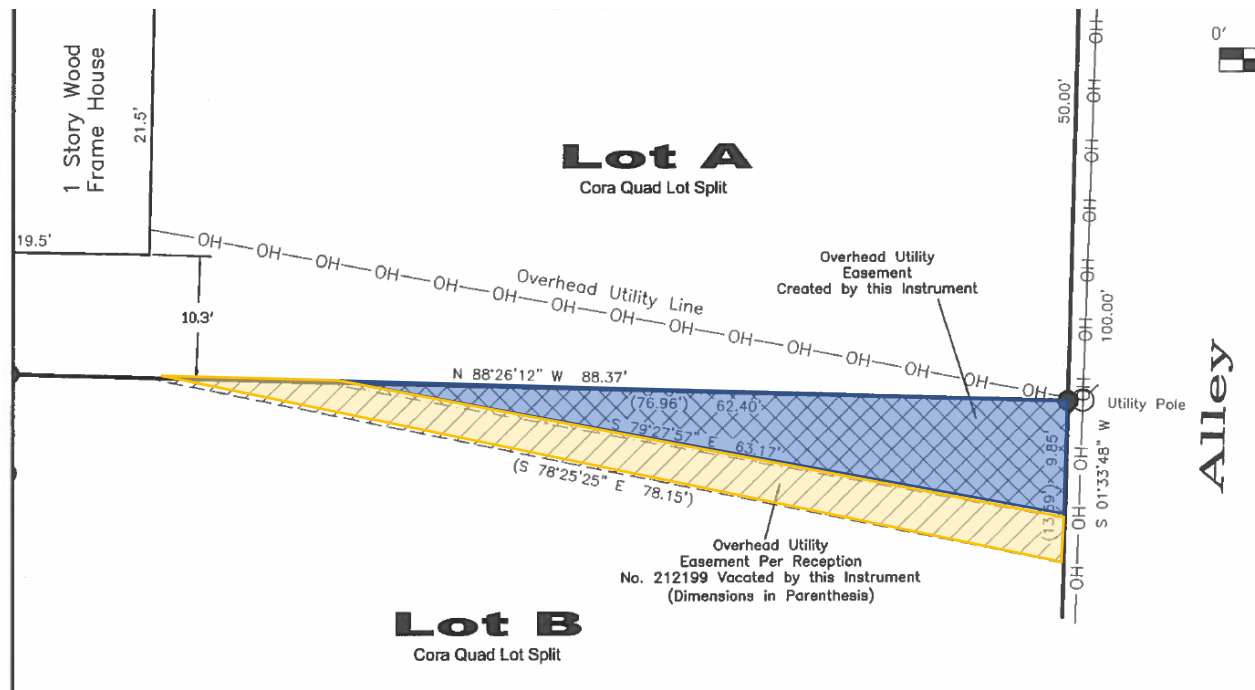


CODE REQUIREMENTS

Amended plats are considered under Ridgway Municipal Code (RMC) §7.4.10(B) & (C) as follows:

- No material change in the extent, location, or type of public improvements and easements provided is made or required with the amended plat
- The requested changes are consistent with the Design Standards of the municipal code
- Any amended plats shall conform to the applicable requirements for final plats as provided in these subdivision regulations, including the minimum design standards, and shall conform to the applicable dimensional requirements of the town's Zoning Regulations

ANALYSIS



The Cora Quad Lot Split subdivided lots nine through 12 of block 32 into two separate lots, A and B. The subject property is Lot B. It is assumed that at the time of this subdivision, the Overhead Utility Easement was established to accommodate the existing overhead power line to the existing house on Lot A. This easement is 15 feet from the existing power line.

Staff was able to get in touch with Jeremy Fox at SMPA to discuss this application. Fox indicated the Applicant's proposal to reduce this overhead utility setback by five feet is not a problem for SMPA. He also mentioned that the 10-foot rear utility easement is critical. There is no change proposed to the rear easement, it will remain as is.

There are no changes in public improvements, the request is consistent with the Design Standards of the municipal code, and no other evident adverse impacts with this request.

STAFF RECOMMENDATION

At the time of subdividing lots A and B, this fifteen-foot overhead utility easement was created. Per the conversation with SMPA staff, the easement will be sufficient for them if reduced by five feet. For this reason, staff supports this request to amend the Overhead Utility Easement of the Cora Quad Lot Split as proposed.

EXHIBITS

Exhibit 1 – Draft Amendment #1 to the Cora Quad Lot Split



Posted property from North Cora St.

**AMENDMENT #1 TO THE CORA QUAD LOT SPLIT RECORDED JUNE 12, 2014 AT RECEPTION
#212199 REGARDING RELOCATION OF THE OVERHEAD UTILITY EASEMENT ON LOT B**

Whereas, the currently platted Cora Quad Lot Split plat map contains an Overhead Utility Easment on Lot B; and,

Whereas, the Overhead Utility Easement is established to provide for appropriate access to the overhead power line for the adjoining lot owner and San Miguel Power Association; and,

Whereas, the Owner of Lot B wishes to relocate the existing Overhead Utility Easment on their respective lot, and to also observe the requisite building setbacks required under the Ridgway Municipal Code;

Therefore, the Property Owner of Lot B, and the Town of Ridgway agree that the currently platted Overhead Utility Easement on Lot B as recorded on the Cora Quad Lot Split plat map, shall be amended as shown on Exhibit A:

No other changes to the Cora Quad Lot Split plat are made hereby.

Dated this _____ day of _____, 2017.

Town of Ridgway, Colorado

Attest:

By: _____
John Clark, Mayor

By: _____
Town Clerk, Pam Kraft

STATE OF COLORADO)
) ss
COUNTY OF OURAY)

The foregoing instrument was acknowledged before me this ____ day of _____, 2018 by John Clark, Mayor and Pam Kraft, Town Clerk of the Town of Ridgway, Colorado.
Witness my hand and official seal.

Notary Public

[SEAL]

Michelle Montague
Property Owner, Cora Quad Lot Split Lot B

By: _____
Michelle Montague
PO BOX 732, Telluride, CO 81435

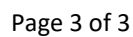
STATE OF COLORADO)
) ss
COUNTY OF OURAY)

The foregoing instrument was acknowledged before me this ____ day of _____, 2018
by Michelle Montague, Owner Lot 204.
Witness my hand and official seal.

Notary Public

[SEAL]

**Easement Exhibit
Lot B, Cora Quad Subdivision
Town of Ridgway, Ouray County Colorado**



STAFF REPORT

To: Town Council
Request: Amended Plat
Legal: Cora Quad Lot Split, Lot B (Block 32)
Address: TBD Cora St.
Parcel #s: 430516243002
Zone: Historic Residential (HR)
Applicants: Michelle Montague
Owner: Michelle Montague
Initiated By: Shay Coburn, Planner
Date: January 3, 2018

BACKGROUND

This amended plat request was heard by the Planning Commission on January 2, 2018. The Planning Commission recommended approval to the Town Council. The staff report and Amendment 1 to the Cora Quad Lot Split plat is attached to this report.

The property and public hearing have been noticed in compliance with the Town Municipal Code.

STAFF RECOMMENDATION

Staff recommends approval. See attached staff report to the Planning Commission and Amendment 1 to the Cora Quad Lot Split.

TOWN OF RIDGWAY, COLORADO
RESOLUTION NO. 2018-__

**A RESOLUTION ESTABLISHING STANDARDS OF CONDUCT
FOR ELECTED OFFICIALS OF THE TOWN**

WHEREAS, the Town Council believes that the members of the Town Council, including the Mayor, must act at all times within the scope of their lawful authority, in accordance with the highest ethical standards, and in a manner that accords all persons with respect and dignity; and

WHEREAS, the Town Council desires to establish for itself, and for each member of the Town Council, including the Mayor, minimum standards of conduct to assure the same; and

WHEREAS, the failure to comply with such standards would constitute serious misconduct that would reflect poorly on the Town, and would detrimentally affect the credibility of the Town Council and the effectiveness of the Town in serving the community; and

WHEREAS, the Town Council intends that the standards of conduct established herein be enforceable by such consequences as will assure compliance therewith;

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Ridgway, Ouray County, Colorado, that the following Town Council Standards of Conduct are hereby adopted:

**RIDGWAY TOWN COUNCIL
STANDARDS OF CONDUCT**

Section 1. **Scope of Authority.** The Mayor and each Council member has only such authority as is conferred by applicable state statutes, and ordinances not inconsistent with such statutes. No member of the Town Council, including the Mayor, shall act in a manner that exceeds such authority, including but not limited to:

- a. Council Conduct in General
 - a. No member shall purport to speak on behalf of the Town Council on any matter on which the Town Council has not taken a position, or represent a Town Council position inaccurately.
 - b. No member shall make commitments or promises individually on any matter for which a vote or consensus of the Town Council is required.
- b. Council Conduct in Public Meetings
 - a. At Town Council meetings, no one member shall attempt to dominate the discussion. Each member shall strive to speak once on any topic, and then allow each other member to speak on that topic before speaking again. Members shall seek recognition from the presiding officer before speaking. Members shall primarily direct remarks at Town Council meetings to the Town Council as a whole, rather than engaging in back-and-forth arguments with another member.
 - b. The Mayor (or in the Mayor's absence the Mayor pro tem) shall be responsible for presiding over meetings of the Town Council. Except as otherwise

specifically granted by the state statutes, the Town's Home Rule Charter, or ordinances not inconsistent therewith, the Mayor (and in the Mayor's absence the Mayor pro tem) shall, for all other purposes, have only the same powers as any other member of the Town Council. Members shall acknowledge that it is the role of the Mayor to keep the comments of Council members on track during public meetings, and members should honor efforts by the Mayor to focus discussion on current agenda items.

c. **Council Conduct with Staff**

- a. No member shall act or attempt to act on any matter which is encompassed within the responsibilities of the Town Manager or other staff member.
- b. No member shall give orders to any staff member who reports directly or indirectly to the Town Manager.
- c. Excepting the provision in the Town Manager's contract that he/she works under the "general supervision" of the Mayor; no member shall individually direct the work of the Town Manager or other direct report of the Town Council. Any such directions shall only be given by the Town Council as a whole, and such direct reports shall be held accountable only for directions given by the Town Council as a whole.
- d. Individual members of the Town Council may make reasonable inquiries to the Town Manager concerning matters pertaining to their decision-making responsibilities, but shall be careful to avoid giving orders or directions.
- e. Except where applicable laws or Town ordinances or resolutions specifically provide otherwise, no member shall allow or encourage any employee to disregard the chain of command within the Town, or involve himself or herself in employment matters below the level of the Town Council's direct reports.
- f. No member shall direct or request the hiring or firing of any employee to or from any position that reports directly or indirectly to the Town Manager.
- g. When in doubt about what staff contact is appropriate, Council members should ask the Town Manager for direction.

Section 2. Personal Conduct. The Town Council desires to serve as a positive example for civility, respect, and dignity in its dealings with one another, the Town's staff, citizens, and the business community. To that end, each member shall comply with the following standards of personal conduct:

- a. Each member shall fully prepare for and participate in Town Council meetings and other public forums while respecting the rights of others to be heard and giving due consideration of their views.
- b. Each member shall recognize that the Mayor has the right, in consultation with the Town Manager, to establish the agenda for all meetings.
- c. No member shall berate, intimidate, or belittle others for expressing their opinions or viewpoints, or engage in speech that is inflammatory, defamatory, demeaning, bullying, or threatening.

- d. No member shall make disparaging remarks about any Town employee in a public setting. While criticism about job performance may be a valid topic of discussion, members shall choose a setting appropriate for such discussion.
- e. No member shall fail to comply with any provision of the Town's employee handbook with respect to the treatment of employees, including but not limited to provisions concerning prohibited harassment, discrimination, and bullying.
- f. Each member shall direct all inquiries or requests for staff support to the Town Manager, and shall respect the time limits on staff support.
- g. Each member shall comply at all times with applicable state statutes, the Town's Home Rule Charter, the Ridgway Municipal Code and any Rules of Procedure adopted by the Town Council.

Section 3. Consequences for Violation of Standards of Conduct. Any member of the Town Council who violates these standards of conduct may be subject to disciplinary action. Such disciplinary action shall only be taken upon approval by a vote of a majority of the Town Council members in office. No member shall vote on any matter pertaining to his or her own discipline. The Town Council reserves the right to take one or more of the following steps, after consideration of the seriousness, duration, and/or repeated nature of the violation:

- a. Remedial or educational training on the subject of the violation intended to avoid or prevent future violations;
- b. Public warning;
- c. Removal from any appointed Town Council position or policy liaison role;
- d. A resolution of public censure;
- e. A request that the member resign from his or her elected office; or
- f. Recall from office in accordance with the Town Charter.

INTRODUCED, READ, PASSED, AND ADOPTED THIS ____ DAY OF JANUARY, 2018.

By _____

Pam Kraft, Town Clerk

By _____

John Clark, Mayor



Social Media Policy Implementation and Procedures (September 2017)

Background: As the Town expanded its involvement with community and economic development and social media use grew as a tool for community engagement and information dissemination, the Town began to use social media, in addition to its other methods of communicating with the public. In February 2017, Town council approved a Social Media Policy to clarify appropriate types of information for Town social media outlets, a posting and commenting policy, and an administration process for social media. (See Exhibit A.)

Currently, the Town maintains these online and social media resources:

- Town website
- Ridgway Creative District website (soon to be incorporated into the Town website)
- Town Facebook page
- Ridgway Creative District Facebook page
- Space to Create Ridgway Facebook page
- Townie Tuesday Facebook page
- Ridgway Concert Series Facebook page
- Ridgway Creative District Instagram account

The Town also utilizes these methods for communicating with the public:

- Vertical Response (sign up on website) for electronic mailing of updates, newsletters, and periodic departmental communications
- Mail Chimp for Creative District electronic communications
- Newsletters and other documents in print
- Bulletin boards (inside, outside and at post office)
- Utility bill messaging

Goals: In order to efficiently and effectively manage communication resources, given limited staff time, budget, and the necessity to monitor social media regularly, Town staff will implement the following, in accordance with the Social Media Policy:

1. Resource Maintenance

- Town staff will consider the creation of additional social media pages when possible, after existing pages are adequately maintained.
- Only Town staff will establish new social media accounts, subject to time, need, and resources.

2. Liability Control

- Social media maintenance will be a task of Town staff.
- Subject to the Town Manager's consent, non-staff may be assigned specific social media abilities as needed. Opportunities for non-staff individuals will be outlined via the Social Media Volunteers Agreement (Exhibit B).



- All actions performed by non-staff must be in compliance with the Social Media Policy (Exhibit A).

3. Define Social Media Roles

Town Staff	Non-Staff
<u>Assigned Duties:</u> <ul style="list-style-type: none">• Manage Page Roles• Create and Delete New Pages• Upload and Manage Content• Create Ads• Remove and Ban Users• Create Posts and Delete Posts in accordance with Comment Policy• Send Messages as the Page• Respond to Comments as the Page	<u>Opportunities (with signed Agreement):</u> <ul style="list-style-type: none">• Create Posts, when appropriately in compliance with the Social Media Policy• Respond to Comments as the Page when responding to questions that require a factual response, not personal views or opinions• Create Ads only with explicit approval of Town Staff and specified budget <u>Actions Not Permitted:</u> <ul style="list-style-type: none">• Non-staff may <u>not</u> send messages as the Page, delete content (other than their own), remove or ban users, or any other action that is not explicitly stated above.



Exhibit A

Social Media Policy

Purpose

The Town of Ridgway maintains presence on various types of social media. These outlets enable the public service of digital communication to be possible through widespread means. Town of Ridgway staff will be responsible for the content and upkeep of any Town-related social media sites their department or respective committees may create. While staff, appropriate elected officials, and respective committees will do their best to ensure content is kept appropriate as outlined in the *Post and Comment Policy* below, The Town of Ridgway assumes no liability for content, comments, or advertisements posted by external individuals, agencies, or companies. Additionally, the Town of Ridgway reserves the right to remove any content that is deemed in violation of our Comments Policy or any applicable laws.

Appropriate Types of Information for Town Posts May Include:

- Notices and reminders of Town or community meetings, services, and events
- Notices and updates from State partners of Town programs (e.g. Colorado Creative Industries or Colorado Main Street);
- Information directly pertinent to the topic of the social media page (e.g. posts on creativity or other community's efforts that are similar to the Town's efforts, eg: posts on Artspace efforts in other places related to the Space to Create initiative);
- Notices of changes or updates to the official website such as the addition of agendas, or other important event changes.
- Notices of position openings for city staff positions or Board & Commission positions
- Emergency notifications
- Other types of information at the discretion of the Town Manager

Public Social Media Post and Comment Policy

Users and visitors to Town social media sites shall be notified that the intended purpose of these sites is to serve as a mechanism for communication between various departments, groups, and members of the public. This will be included in every "About" informational section of Town-affiliated social media sites. While it is an important community endeavor to support and welcome all ideas and opinions, the Town of Ridgway, in its sole and absolute discretion reserves the right to remove posts or content. The Town of Ridgway may use the following as a guide when evaluating the appropriateness and removal of posts or content:

- | | |
|--|---|
| <ul style="list-style-type: none">• Profane, obscene, or pornographic content and/or language• Content that could compromise an ongoing criminal investigation• Defamatory posts• Threats to any person or organization• Solicitation of commerce (<i>Excluding posts when supporting local events.</i>) | <ul style="list-style-type: none">• Conduct in violation of any federal, state or local law• Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;• Encouragement of illegal activity |
|--|---|



TOWN HALL PO Box 10 | 201 N. Railroad Street | Ridgway, Colorado 81432 | 970.626.5308 | www.town.ridgway.co.us

Administration

All social media will be administered by town staff as designated by the Town Manager. Elected and appointed officials and community volunteers will not be provided administrative access to the social media although they will have access and are welcome to post under their personal accounts just as the general public will access the social media.



Exhibit B Social Media Non-Staff Agreement

This agreement outlines the opportunities that may be granted to non-staff when contributing to Town social media content. Please note that while an individual may technically have access to full “Editor” capabilities by the social media site, the authorized duties identified in this agreement are the only actions permitted to non-staff.

Role: **Non-Staff**

Social media site I will be assisting with: _____

Responsible Staff: _____

Social Media Opportunities for Non-Staff

I am authorized to:

- ☐ **Create Posts** when appropriately in compliance with the Social Media Policy.
- ☐ **Respond** to Comments as the Page when responding to questions that require a factual response, not personal views or opinions (please keep these comments for postings from your personal account.)
- ☐ **Create Ads** only with explicit approval of Town Staff and specified budget

Actions Not Permitted:

Individuals in this category may not send messages as the Page, delete content (other than their own), remove or ban users, or any other action that is not explicitly stated above.

I, _____, agree to comply with the Town of Ridgway Social Media Policy by assisting Town staff in keeping social media sites as accurate and current as possible. As such, I understand my duties and will notify Town staff in the event of witnessing content that violates the Town of Ridgway Social Media Policy.

Printed Non-Staff Name: _____

Date Effective: _____

Non-Staff Signature: _____

Town Manager Approved / Denied

Please Note: Failure to comply with both the written volunteer agreement and the Town of Ridgway Social Media Policy for posts and comments will result in loss of ability to participate in Town-owned social media sites.

opportunity to create cohesive, appealing and efficient landscape plans that elevate the site as a whole. Landscaping should be used to promote the visual aesthetic of the development from main travel corridors, as well as the pedestrian experience within, through shade trees, plantings, context-appropriate public art and seating. Buffers and medians facilitate drainage during storm events and also provide valuable areas for snow storage during the winter. Landscaping that is visually appealing, functional, and sustainable is desirable for all new development within the General Commercial District.

(Ord 1-2014)

6-1-12 SOLAR ENERGY INCENTIVE PROGRAM.

(Subsection added by Ord 06-2008)

(A) The Town will make a payment equal to the amount of Town sales tax paid by the customer and received by the Town, adjusted for any vendor's fee, for the purchase of systems which are installed within the Town, which will generate electricity or hot water from sunlight for domestic use, industrial processes, space heating, pools or spas.

(B) Applications must be submitted on forms provided by the town accompanied by proof of payment of Town sales tax and proper installation of the system acceptable to the Town.

(C) This incentive shall terminate, as of every biennial anniversary of the effective date of this ordinance unless renewed by a motion of the Town Council at, or about, such time.



To: Town Council
From: Jen Coates, Town Manager
Date: January 8, 2018

RE: Snow Removal

Mayor Pro Tem Johnson has requested discussion of snow removal on sidewalks for the regular meeting of January 10, 2018. I thought it would be helpful for the Council to have some information to review for the discussion. Attached herein are the following:

1. Town of Ridgway Snow Removal Policy, Adopted on October 12, 2016
2. Town of Ridgway 2016-2017 Snow Removal Brochure
3. CDoT's Driveway Snow Removal Flyer
4. Email from Town Staff on December 14, 2017 to property /business owners regarding snow removal, including the outreach flyer on de-icers for new concrete



TOWN HALL PO Box 10 | 201 N. Railroad Street | Ridgway, Colorado 81432 | 970.626.5308 | www.town.ridgway.co.us

TOWN OF RIDGWAY SNOW REMOVAL POLICY



Original Plan: December 10, 2008
Revised and Updated Plan: September 9, 2016
Adopted by the Town Council on October 12, 2016



Background

The Town of Ridgway adopted a formal snow removal policy on December 10, 2008. Prior to that the Town established, by action on January 12, 2000, that the policy of the Town is to plow snow from streets when snowfall amounts to 4".

Snow removal in Ridgway has been largely successful over the years, due primarily to diligent staff effort and prudent allocation of scarce resources. The intent of this policy statement is not to undo or question the procedures that have been largely followed in terms of snow removal, but to augment and adapt those priorities and procedures in follow up to the downtown street investment project (Ridgway RAMP), whereby a number of local streets and the downtown section of Highway 62 will have asphalt surfacing and increased sidewalk surface. This document is a guidance for staff as they exercise decision-making related to snow removal.



Policy

Commencement of Snowplowing

Snow plowing commences upon an accumulation of 2" of snow in the downtown asphalt streets or sidewalks and 4" for the remainder of the Town. If the snow is wet and heavy, snow plowing should commence upon the accumulation of 1" or 3", as applicable. The following caveats are to be noted:

- There is no qualification as to where the measurement occurs. An accumulation that reaches these thresholds, anywhere within the Town boundaries, should be sufficient to trigger the work. Discretion must obviously be exercised in those instances where snow fall may be heavy in one side of Town, and not the other (plowing may be justified only in the area receiving heavy accumulation). The purpose for the threshold criteria is to establish a general standard which will be applicable in most cases.
- In those instances, where heavy accumulations are expected, discretion should also be exercised as to when to commence snowplowing. It may be advantageous to commence plowing prior to the accumulation of 2" and 4" in order to avoid large accumulations during heavy storms and rapidly accumulating snow.
- As a general rule, staff will commence plowing, should accumulations so warrant, in the early morning hours, and typically at 5AM start time is dependent upon consideration of efficiency of timing of the storms. For example, if the accumulation of snow occurs primarily during late evening and early morning hours, the 5 AM start time is likely appropriate. In those instances, however, where high accumulations of snow occur



during the day and early evening hours, snowplowing may commence later in the day and/or continue after business hours. The central considerations in making this determination are (1) when the accumulation is occurring, and (2) whether it is likely to have significant impact upon the community citizens.

Notification of large snow accumulations after business hours

Should the accumulation occur after business hours (8-4:30, or 7-3:30, Monday through Friday), and is heavy enough to have significant impact upon the community, on-call public works staff shall be notified accordingly. As a general matter, such notification should occur by on-duty Ridgway Police staff, but it could occur through other Ridgway staff or officials. Notification should occur by utilizing the public works on-call phone number **(970-729-0670)**. Upon notification, the on-call employee shall mobilize and ascertain what actions are necessary. He/she shall notify other public works employees as necessary to assist.

Priority of Streets & Sidewalks

Snowplowing of streets, as a general matter, focuses first on school streets, then businesses, followed by residential neighborhoods, followed by critical public sidewalks. The schedule is generally as follows:

First

Downtown asphalt streets (5:00 AM – 6:00 AM) – to clear driving pathways only

Second

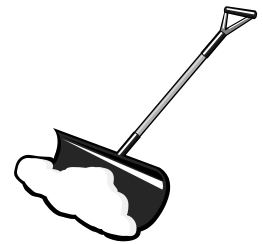
Clinton /Charles /Amelia Street around Elementary School
Railroad/Green Street around High School
Historic Business Core
Sidewalk along Amelia accessing Elementary School

Third

General Commercial District
Historic Residential District
Ridgway USA Streets
Vista Terrace Streets
Sidewalks within Town Park and accessing Town Hall, Post Office and to Library
On-street parking areas in Historic Business District

Fourth

Solar Ranches Streets
River Park Streets
Le Ranch Streets
Sidewalk along Railroad Street / Green Street accessing High School
Uncompahgre Riverway to BLM





Fifth Priority

On-street parking areas in Residential Districts

Clean up intersections

Sixth priority

Alley ways throughout Town

Sidewalk Snow Removal

In accordance with §14-1-1(B) of the Ridgway Municipal Code the owner or tenant in possession of property abutting Town sidewalks is responsible to remove accumulations of snow and ice from the sidewalks. While the Town may elect to actively remove snow from critical sidewalks necessary for safe and expedient pedestrian travel (i.e., school access, public parks), it does so at its own election, and this shall not lessen or dispense with the obligations of any property owners to maintain sidewalks abutting their properties.

Driveway Apron Snow removal

The Town has no obligation to remove snow from access and driveway aprons other than upon Town owned property and facilities. Property owners are responsible for removal of snow upon their own properties. The placement of removed snow on Town streets or sidewalks is prohibited. Pursuant to §14-1-3, no encroachment or obstruction whatever shall be made or placed upon any street, sidewalk, curb, gutter or other public place within the Town. Property owners must place removed snow elsewhere upon their properties, and in a manner which does not obstruct public sidewalks or streets. This shall include but not be limited to snow removed from building rooftops, driveways, sidewalks and private walkways.

Public Parking Areas

As a general procedure, once snow is removed from public streets and critical public sidewalks, staff will pursue removal of snow in public on-street parking areas throughout the HB District and



in those residential districts where on-street parking occurs. This is likely to occur in conclusion of the storm. Owners of vehicles parked in such areas are advised to remove or relocate their vehicles during this time frame to allow for effective snow removal.

In accordance with the provisions of §15-1-11, vehicles in public parking spaces in the HB District that are unattended for 72 hours are declared to be a nuisance and may be moved or impounded by the Town.



Alleyways

As a general procedure, once snow is removed from public streets and critical public sidewalks and public parking, staff will pursue removal of snow in public alleyways. This is likely to occur following conclusion of the storm. Alleyways in the HB District will be of higher priority.

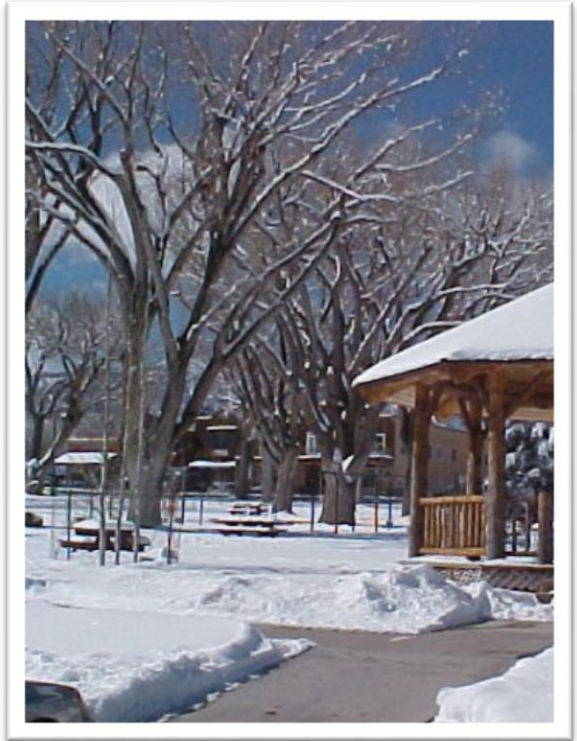
Code Enforcement

While safety is of the greatest concern, it becomes necessary to ensure that the regulations set forth by the Ridgway Municipal Code are enforced. Due to this, it is imperative that everyone works together to improve road and sidewalk conditions this winter.

Thank you for your understanding and willingness to keep our community safe and beautiful.

Ridgway Snow Removal Plan 2016-2017

Public Works
Town of Ridgway
501 Otto St,
Ridgway, CO
(970) 626-5738



Snow Removal Plan

2016-2017
Town of Ridgway

Snow Removal in 2016

This year, many new and exciting changes have been made in Ridgway. This investment made by our community and our state provides infrastructure that will improve seasonal safety this winter. Snow removal is a community effort that requires everyone's patience and cooperation.

Prioritizing Streets

Public Works will act diligently to remove snow as efficiently and quickly as possible. There are some areas that have been prioritized as needing more immediate assistance in the early mornings. Snowplowing of streets, as a general matter, focuses first on school streets, followed by businesses, residential neighborhoods, and then critical public sidewalks.

Whose Responsibility?

Sidewalks

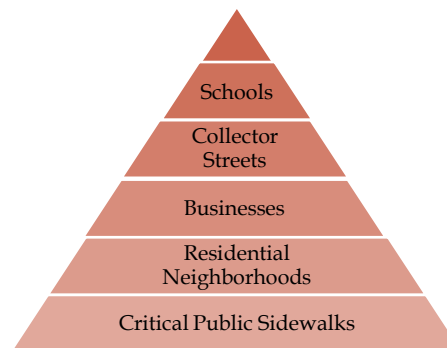
In accordance with §14-1-1(B) of the Ridgway Municipal Code, the owner or tenant in possession of property abutting Town sidewalks is responsible to remove accumulations of snow and ice from the sidewalks. As time allows, the Town will actively remove snow from critical sidewalks necessary for safe and expedient pedestrian travel (e.g. school access routes), however, the adjoining property owners have primary responsibility to remove snow on adjoining sidewalks.

Driveways

Property owners are responsible for removal of snow upon their own properties and their approaches to Town streets. The placement of removed snow on Town streets or sidewalks is prohibited. Pursuant to §14-1-3, no encroachment or obstruction shall be made or placed upon any street, sidewalk, curb, gutter or other public place within the Town.

Important things to keep in mind this winter:

- The Town will typically plow when there is 2" of snow fall on hard surfaces, and 4" on gravel streets.
- No parking downtown on paved streets from midnight – 7:30 AM when more than 2" of snow fall is predicted.
- Try to refrain from parking on residential streets during storms. This will allow the snow removal crew to more effectively remove snow in the early morning.
- Public Works will begin snow removal in the downtown area at 5AM, clearing what they can before 6AM. At 6AM they will start removal in accordance with the priority list below:



- On private property, it is the owner's responsibility to remove or store snow from their property. Placing private snow on public streets will result in code enforcement violations.
- On downtown public sidewalks, property owners may put snow a few feet off the curb in the street. This prevents plow damage to curbs and sidewalks. The Town will haul this snow away.



Properties Located on HWY 62

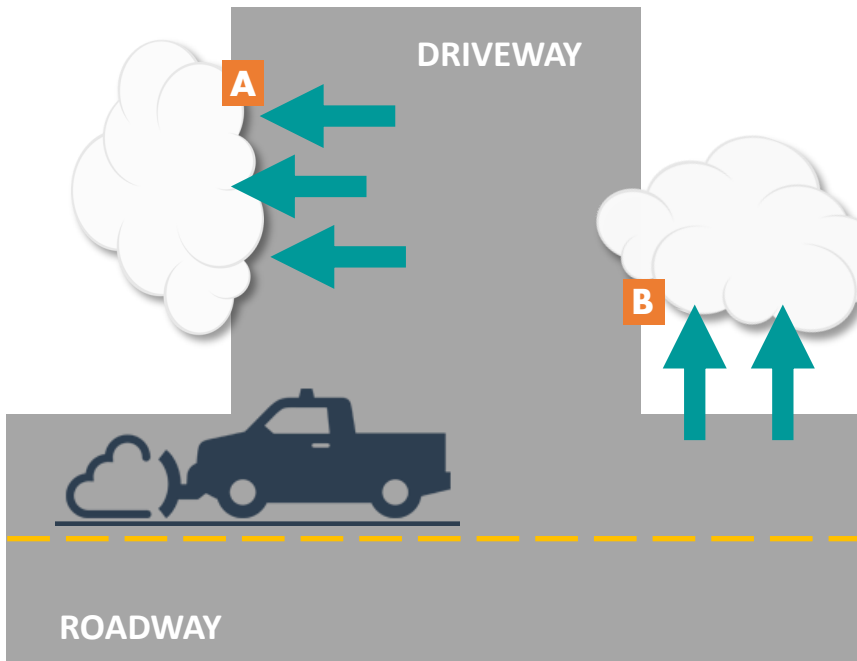
- Where there are three lanes on the highway, CDOT will plow to the center.
- Where there is not a center turn lane, they will plow to the sides to keep the streets unobstructed.
- Keep in mind that it is still the responsibility of the private property owner to remove or store snow from private property.
- Property owners are advised to contact Town Hall for instructions if unsure about appropriate snow removal.

Please be patient with snow removal efforts.

We appreciate your cooperation!

DRIVEWAY SNOW REMOVAL

Recommendations for removing snow from your property



YES! Move snow from your driveway onto your **own** property.

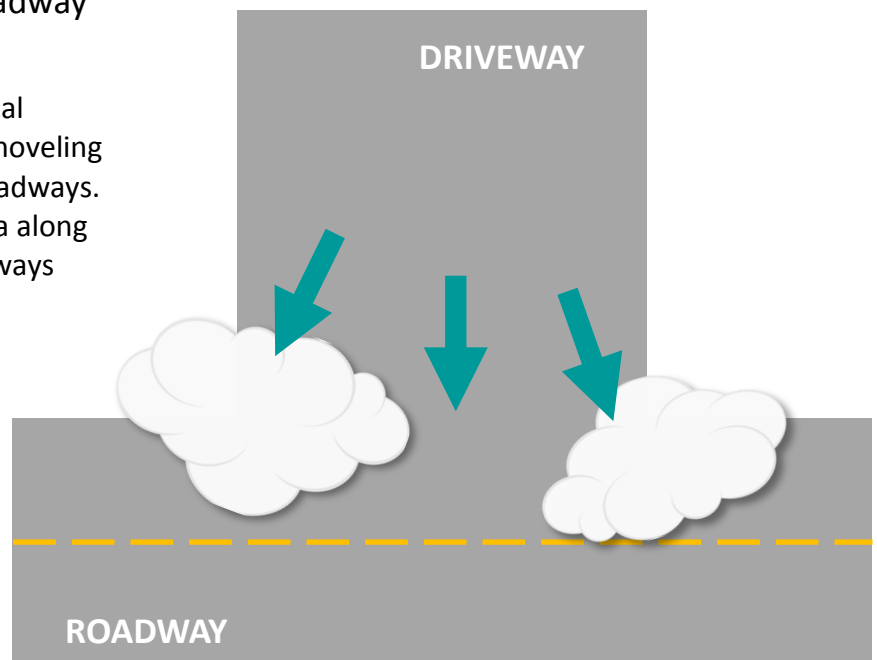
A If standing on your property, facing the road, move snow to the right or left of your driveway.

B Clear the area of your property next to your driveway and near the roadway. This gives plows a place to push snow and helps reduce the chance of a snow berm being created across your driveway.

NO! DO NOT push snow into the roadway or right-of-way. It is illegal!

Colorado law (CO Statute 43-5-310) and many local ordinances prohibit the plowing, blowing, shoveling or otherwise placing of snow onto public roadways. This includes the ditch and right-of-way area along the roadside. Pushing snow on public roadways creates many hazards for CDOT snow plow operators and the general public including:

- drainage problems,
- drifting,
- sight obstruction,
- hindered accessibility,
- slippery areas and
- frozen ruts or bumps that can contribute to motor vehicle or pedestrian crashes.





www.codot.gov
970-385-1423

COLORADO

**Department of
Transportation**

Region 5 Maintenance Section 3
20581 Highway 160 West
Durango, CO 81301

DEPOSITING SNOW ON ROADWAY PROHIBITED

The Colorado Department of Transportation (CDOT) reminds all property owners, renters and private snow removal operators that it is unlawful to deposit snow on or next to a public highway.

Colorado law (*see statute 43-5-301 below*) and many local ordinances prohibit the plowing, blowing, shoveling or otherwise placing of snow onto public roadways. This includes the ditch and right-of-way (ROW) area along the roadside. Pushing snow on public roadways can cause an increasing hazard with each snow storm, as snow piles or berms become larger, freeze and are more difficult to manage throughout the winter months.

Violations are considered misdemeanors, but civil penalties also apply if the placement of snow creates a hazard such as slippery areas, frozen ruts or bumps that can contribute to a motor vehicle or pedestrian crash. Other hazards created by improper placement of snow on or near a public roadway include drainage problems, drifting, sight obstruction and hindered accessibility. Special attention should be made to keep crosswalks, intersections, entrances and exits clean and unobstructed. The civil liability can extend to both the property owner and the person who placed the snow in the roadway or ROW.

Residents are responsible for clearing driveways and sidewalks within 24 hours after a snow storm to allow safe use by pedestrians. This is particularly important along school pedestrian routes to prevent children from having to walk in the street. It is required that owners place snow from their driveways and sidewalks onto their front yard or other areas of their own property and not into the street. This practice reduces the number of icy areas on streets and ensures proper drainage flow into the storm sewer once snow melts.

CDOT snow plow operations take place during and after a snow storm. Broad clearing of snow is often necessary to widen roads to ensure that ice and snow melts from the pavement surface. This may take place up to a few days after the event depending upon the severity of the storm and weather conditions. Unfortunately, subsequent CDOT operations may push snow back onto sidewalks and driveways. Clear the area of your property next to your driveway and near the roadway to give plows a place to push snow and help reduce the chance of a snow berm being created across your driveway.

COLORADO REVISED STATUTE 43-5-301. Obstructing highway – penalty

No person or corporation shall erect any fence, house, or other structure, or dig pits or holes in or upon any highway, or place thereon or cause or allow to be placed thereon any stones, timber, or trees or any obstruction whatsoever. No person or corporation shall tear down, burn, or otherwise damage any bridge of any highway, or cause wastewater or the water from any ditch, road, drain, flume, agricultural crop sprinkler system, or other source to flow or fall upon any road or highway so as to damage the same or to cause a hazard to vehicular traffic. Any person or corporation so offending is guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not less than ten dollars nor more than three hundred dollars and shall also be liable to any person, unit of government, or corporation in a civil action for any damages resulting therefrom. Upon a third conviction therefor, the offender shall be punished by a fine of not less than ten dollars nor more than three hundred dollars or by imprisonment in the county jail for not more than three days and shall also be liable to any person, unit of government, or corporation in a civil action for any damages resulting therefrom. Each day such condition is allowed to continue upon any highway shall be deemed a separate offense.

This section makes it a criminal offense for anyone to obstruct a public highway.

Jennifer Coates

Subject: FW: Snowmelt on Sidewalks, Snow Removal and Sandwich Boards
Attachments: 2017.12.12 De-Icer Outreach.png; Sandwich Board Signs Outreach.png; Revocable Sign Permit Application.pdf; 2016.09.12 (Snow Removal Ridgway).pdf

From: Jennifer Coates
Sent: Thursday, December 14, 2017 1:12 PM
Cc: Mike Gill <mgill@town.ridgway.co.us>
Subject: Snowmelt on Sidewalks, Snow Removal and Sandwich Boards

Greetings Ridgway Property Owners and Businesses,

I hope everyone is well and enjoying the holiday season. This is a friendly reminder on a few items as we head into the winter season.

Snowmelt on Sidewalks

Please use only non-salt based de-icers if you are putting snowmelt material on the public sidewalk. The newer sidewalks are still very susceptible to long term damage with any salt-based products. An example of a non-salt based de-icer is here: <https://www.safepaw.com/>.

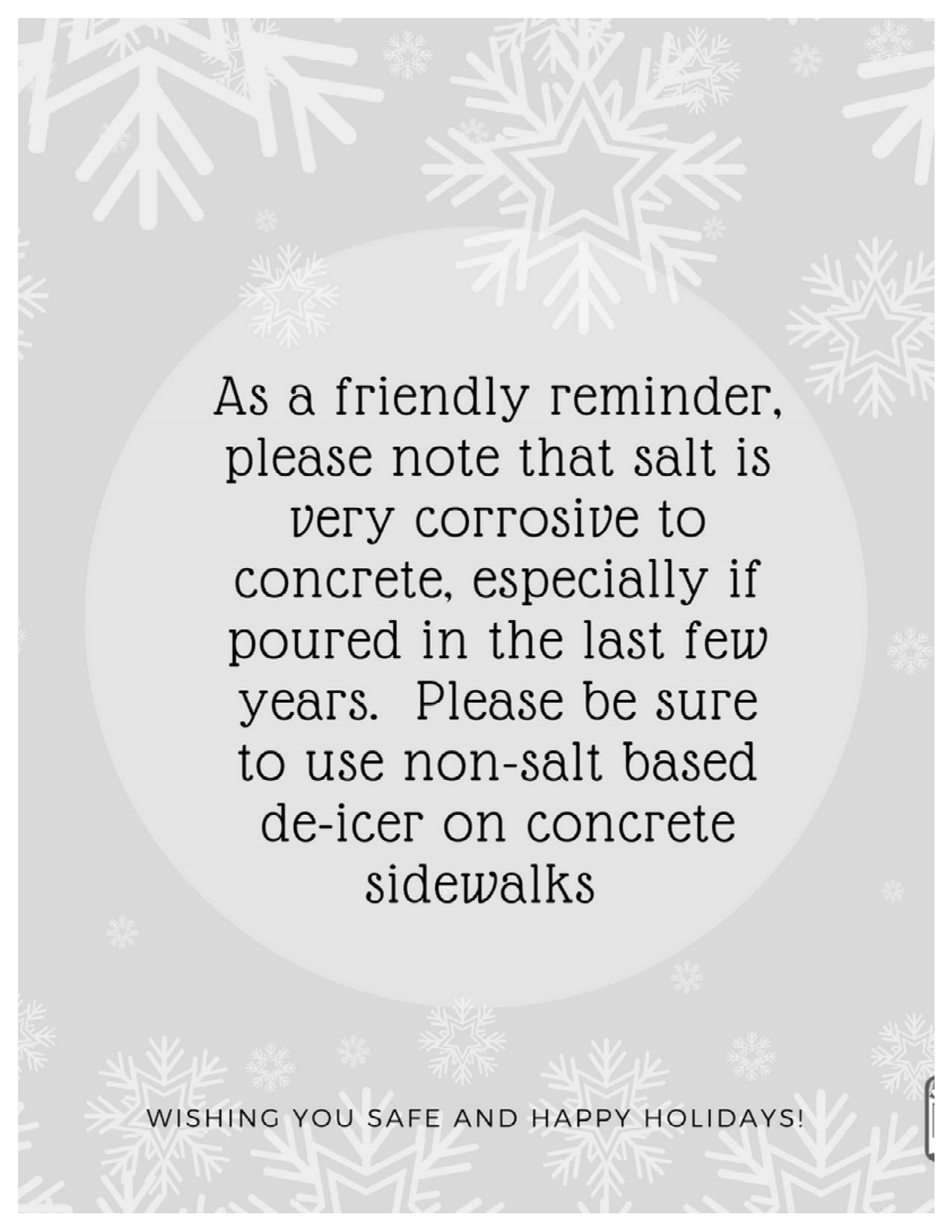
Snow Removal

Attached is the Town's snow removal plan. It is the same as last year but I thought a reminder may be helpful with all of our new sidewalk downtown and along the highway. Properties abutting public sidewalks and boardwalks are responsible for snow removal on those public sidewalks and boardwalks. Please place the snow a few feet off of the curb and into the street and the Town crew will haul it away for you. Snow on private property shall not be placed in the street – you will need to manage any storage and/or removal of snow that falls onto private property. If your business or property abuts public sidewalk along Highway 62, CDoT will be plowing to the center turn lane during larger snow storms, where there is a center turn lane (Laura Street through the Uncompahgre River bridge), so you should not have snow from the highway plowed onto the sidewalk. Where there is no center turn lane, CDoT will have to plow to the sides of the highway. Thank you for helping us keep our town safe and accessible to all during the winter season.

Sandwich Boards

Some years ago the Town Council amended the sign code to allow for sandwich boards on public sidewalks abutting business properties during operating hours. If you would like to place a sandwich board on the public sidewalk, please complete the attached application and return it to Planning/ Building Department (Mike Gill is copied here) for review. The past couple of years have seen a proliferation of sandwich boards in town, and some have migrated away from the sidewalk abutting the business. After you receive a permit from the Town, please only place sandwich boards in the right-of-way abutting your property, as required by the Town Code. Please contact the Planning /Building Department with questions (see below and attached).

Thank you for being such a wonderful part of Ridgway.
Happy Holidays!
Jen



As a friendly reminder,
please note that salt is
very corrosive to
concrete, especially if
poured in the last few
years. Please be sure
to use non-salt based
de-icer on concrete
sidewalks

WISHING YOU SAFE AND HAPPY HOLIDAYS!