

**TOWN OF DILLON
TOWN COUNCIL**

REGULAR MEETING

**Town Hall Council Chambers
7:00 p.m.
Tuesday, June 7, 2016**



AGENDA

1. Call to Order and Roll Call
2. Approval of Agenda
3. Approval of Consent Agenda
 - a. Minutes of Regular Meeting of May 17, 2016
 - b. Approval of Bill List and Payroll Ledger
 - c. Consideration of Approval to Use Town Owned Property – Lake Dillon Brew Fest
 - d. Consideration of Resolution No. 29-16, Series of 2016 – Reappointment of Amy Gaddis & Teresa England to Dillon Planning and Zoning Commission
 - e. Excused Absence for Council Members Barchers and Westerberg for the May 17, 2016 Town Council Meeting
4. Citizen Comments
5. Presentation of Executive Certification to Chief Mark Heminghaus
6. Consideration of Resolution No. 30-16, Series of 2016
A RESOLUTION BY THE TOWN COUNCIL OF THE TOWN OF DILLON, COLORADO, DELEGATING THE AUTHORITY TO EXAMINE AND APPROVE CERTAIN PROCEDURES FOR RETAIL MARIJUANA STORE BUSINESS LICENSES FOR THE TOWN OF DILLON TO THE TOWN CLERK.
7. Consideration of Resolution No. 31-16, Series of 2016
A RESOLUTION AUTHORIZING THE TOWN OF DILLON, COLORADO, TO ENTER INTO A CONSULTING AGREEMENT WITH SINK COMBS DETHLEFS, FOR THE DILLON AMPHITHEATER FINAL DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES; AUTHORIZING AND DIRECTING THE APPROPRIATE TOWN OFFICERS TO SIGN THE NECESSARY DOCUMENTS; AND, SETTING FORTH DETAILS IN RELATION THERETO.
8. Mayoral Proclamation No. 03-16, Series of 2016
PROCLAIMING MAY 21, 2016 AS ARBOR DAY

Town of Dillon
275 Lake Dillon Drive
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Dillon, CO 80435

970.468.2403
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9. Mayoral Proclamation No. 04-16, Series of 2016
PROCLAIMING JUNE 22, 2016 AS BIKE TO WORK DAY
10. Staff Update, Capital Campaign Concept and Brochure, Kerstin Anderson
11. Town Manager's Update
12. Mayor's Update
13. Adjournment

RECORD OF PROCEEDINGS

**TOWN OF DILLON
TOWN COUNCIL
REGULAR MEETING**

Tuesday, May 17, 2016
7:00 p.m.
Dillon Town Hall

CALL TO ORDER & ROLL CALL

A regular meeting of the Town Council of the Town of Dillon, Colorado, was held on Tuesday, May 17, 2016, at the Dillon Town Hall. Mayor Burns called the meeting to order at 7:00 p.m. and the following Council Members answered roll call: Brad Bailey, Kyle Hendricks, Mark Nickel, and Carolyn Skowyra. Council Members Jen Barchers and Tim Westerberg were absent (excused) Staff members present were: Tom Breslin, Town Manager; Carri McDonnell, Finance Director; Mark Heminghous, Police Chief; Kerstin Anderson, Marketing and Communications Director; Scott O'Brien, Public Works Director; Dan Burroughs, Town Engineer; Ned West, Town Planner; and Jo-Anne Tyson, Town Clerk.

APPROVAL OF AGENDA

There being no changes to the agenda, it will stand approved as presented.

APPROVAL OF CONSENT AGENDA

Council Member Bailey moved to approve the following consent agenda:

- a. Minutes of Regular Meeting of May 3, 2016
- b. Approval of Bill List dated May 13, 2016 in the amount of \$170,304.16 and Payroll Ledger dated May 13, 2016 in the amount of \$69,471.19.
- c. Consideration of Approval to Use Town-Owned Property – Town of Dillon
- d. Notification to Council of Planning and Zoning Commission approval of a Level III Development Application for a Conditional Use Permit for an Accessory Dwelling Unit at 11 Corinthian Circle, Lot 1a, Block 1, Corinthian Hill Subdivision, Dillon, Colorado, by Resolution No. PZ 03-16, Series of 2016, and Council motion not to call up the decision and to let the Planning and Zoning Commission decision become final.

Council Member Nickel seconded the motion which passed unanimously upon roll call vote.

CONSIDERATION OF ORDINANCE 07-16, SERIES OF 2016

Second Reading and Public Hearing

AN ORDINANCE AUTHORIZING AND DIRECTING THE TOWN OF DILLON, COLORADO TO ENTER INTO AND SIGN A SIXTH AMENDMENT TO THE LEASE AGREEMENT WITH BULLWINKLES GRILL COMPANY, INC. FOR THE LEASE OF A PORTION OF THE PROPERTY AT THE DILLON MARINA; EXTENDING THE LEASE AGREEMENT FOR THE FIRST FIVE YEAR OPTION TERM TO OCTOBER 31, 2021; AND, SETTING FORTH DETAILS IN RELATION THERETO.

Town Manager Tom Breslin stated that this is the second reading and public hearing of this Ordinance. He reported that this is the 6th amendment to the existing lease agreement between the Town of Dillon and “Bullwinkle’s Grill Company, Inc.”, DBA Tiki Bar, to extend the term of the lease agreement for a five year period ending October 31, 2021 in conformance with the Concessionaire’s right to exercise its first option to renew. No changes were made to this Ordinance since first reading.

Mr. Breslin stated that this public hearing was published in accordance with public posting requirements as set forth by the Dillon Municipal Code. Mayor Burns opened the public hearing at 7:09 p.m. There being no public comment, Mayor Burns closed the public hearing at 7:10 p.m.

Council Member Skowyra moved to approve Ordinance No. 07-16, Series of 2016.
Council Member Bailey seconded the motion which passed unanimously upon roll call vote.

CITIZEN COMMENTS

Amy Suplee, licensed acupuncturist, addressed Council on the holistic health benefits of cannabinoids and encouraged Council to consider allowing additional retail marijuana business licenses in the Town of Dillon.

TOWN MANAGER REPORT:

Town Manager Tom Breslin updated Council on the following items:

- Amphitheatre project
- Triathlon plans for the September 10th event are progressing
- Mayors, Managers, and Commissions are hosting a 101 Housing Class tentatively scheduled for the afternoon of June 2
- Staff is hosting a 10-Year Capital Plan Open House on Wednesday, May 18, 2016 at 5:30 p.m. at Town Hall
- Town Clean-Up Day is scheduled for Saturday, May 21, 2016 – meet at 9:00 a.m. at Town Hall for assignments
- Discussions with Javier with Colorado SUP regarding construction improvements continue

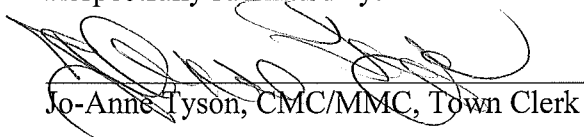
MAYOR’S REPORT:

Mayor Burns reported at the Mayors, Managers, and Commissioners meeting, there was discussion regarding a potential ballot question on work force housing.

ADJOURNMENT:

There being no further business, Mayor Burns declared the meeting adjourned at 7:30 p.m.

Respectfully submitted by:


Jo-Anne Tyson, CMC/MMC, Town Clerk

Report Criteria:

Detail report.

Invoice detail records above \$ included.

Paid and unpaid invoices included.

Invoice Detail.GL Account = 10100100-91990000

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
3069	Stuart C Irby Co	11522	poles	05/19/2016	51,253.75	.00	
3218	Betone LLC	16005-01	Town hall parking lot	05/24/2016	42,596.55	42,596.55	06/01/2016
16	A-PEAK, INC.	13081	2016 Recreation Path overlay	05/14/2016	37,593.65	37,593.65	06/01/2016
3797	Sill-Terhar Motors	133517	new truck	03/11/2016	31,815.00	31,815.00	05/16/2016
2674	Browns Hill Engineering	11358	marina lift station RTU	05/10/2016	28,814.00	.00	
3859	CTSI	44096	coverage 6/1/16-6/30/16	05/18/2016	28,490.63	.00	
3288	Crest Marine LLC	169643	1 classic250SL	05/19/2016	26,800.75	26,800.75	05/23/2016
601	ESRI	93132745	Engine w/enterprise license agree	05/12/2016	17,850.00	17,850.00	06/03/2016
3692	Petco Animal Supplies Stores	051816	first quarter 2016	05/18/2016	11,844.43	.00	
3265	Grand Junction Pipe & Supply Co.	3371359	cell cartridge	05/25/2016	6,056.58	.00	
3557	Mac Donald Equipment CO.	C56017	total parts	05/20/2016	5,124.32	.00	
3286	PINNACOL ASSURANCE	18076834	policy 4152497	05/16/2016	4,827.00	.00	
237	TOWN OF SILVERTHORNE	374	monthly rate & per ticket amount	05/01/2016	4,144.05	.00	
174	MARK R SHAPIRO PC	053016	May 2016 billing	05/30/2016	4,032.00	.00	
1937	Kustom Signals,Inc	526738	order # 327645 SO	04/19/2016	4,018.00	.00	
3909	Superior Solutions Mfg. Inc	201592	giftgator xtr	05/09/2016	3,645.00	.00	
174	MARK R SHAPIRO PC	053016	May 2016 billing	05/30/2016	3,599.00	.00	
3905	Jerame Maes	051716	Settlement	05/17/2016	3,300.00	3,300.00	05/17/2016
1302	Lake Dillon Fire Protection	052016	Fire INSPECTIONS for Dillon Par	05/20/2016	3,000.00	3,000.00	05/24/2016
601	ESRI	93132745	Engine w/enterprise license agree	05/12/2016	2,500.00	2,500.00	06/03/2016
601	ESRI	93132745	Engine w/enterprise license agree	05/12/2016	2,500.00	2,500.00	06/03/2016
601	ESRI	93132745	Engine w/enterprise license agree	05/12/2016	2,500.00	2,500.00	06/03/2016
235	SEA TECHNOLOGY	12190	electrical supplies	04/26/2016	2,497.50	.00	
206	PORT SUPPLY	3088507	misc spplies	05/03/2016	2,164.36	.00	
2800	ACORN PETROLEUM INC	775855	fuel	05/20/2016	2,151.14	.00	
1097	DLT Solutions	053116	Annual Subscription	05/31/2016	2,092.74	.00	
3744	Onsite Service Solutions LLC	11097	service completed 5/11/16	05/11/2016	2,085.00	.00	
2785	Gorton Scott Surveying LLC	SEPT 24 2016	project Lake Dillon Trail Steps 5/2	05/24/2016	2,080.00	.00	
1250	SUMMIT NET TREKKER	03813	Network management	06/01/2016	2,077.21	.00	
3758	Landway International Corp	44297	marina store supplies	05/11/2016	1,990.16	.00	
3361	TRI COUNTY FIRE PROTECTIO	141005	annual maint/ insp	05/06/2016	1,954.00	.00	
1646	Sysco	613092303	janitor supplies	05/16/2016	1,940.04	.00	
3704	The Lincoln National Life Insuranc	3244476199	coverage 060116-063016	05/10/2016	1,803.36	.00	
2743	Ouray Sportswear	185305	marina store	05/12/2016	1,765.53	.00	
716	COLORADO MOUNTAIN NEWS	100309505311	ordinance, ccr repot 2016	05/31/2016	1,651.63	.00	
1250	SUMMIT NET TREKKER	03813	Network management	06/01/2016	1,597.86	.00	
1484	PCI Sales Inc	24056-1	magazine totes	05/24/2016	1,581.79	.00	
2785	Gorton Scott Surveying LLC	SEPT 24 2016	project Lake Dillon Trail Steps 5/2	05/24/2016	1,560.00	.00	
2743	Ouray Sportswear	183903	marina store	04/26/2016	1,467.20	.00	
3847	Productive Office & School Enviro	150058	seating, ergonomics seating	05/18/2016	1,397.50	.00	
199	BRP US INC	1080722	rebag kit	05/19/2016	1,307.00	.00	
2936	SPC	3041	ticket# 042816-02	05/03/2016	1,245.68	.00	
908	Mid-Mountain Crane Service	28759	50 ton crane rental	05/25/2016	1,125.00	.00	
3858	The Brandon Agency	56055	16-Dillon-2066	05/05/2016	1,050.00	.00	
3201	Hintz Targeted Marketing LLC	11087	marina store supplies	05/04/2016	1,021.70	.00	
44	CIRSA	160835	claim 5027787	04/29/2016	1,000.00	.00	
3361	TRI COUNTY FIRE PROTECTIO	141005	annual maint/ insp	05/06/2016	1,000.00	.00	
2800	ACORN PETROLEUM INC	773093	fue	05/05/2016	972.84	.00	
3265	Grand Junction Pipe & Supply Co.	3367647	misc parts	05/19/2016	922.14	.00	
2800	ACORN PETROLEUM INC	775635	fuel	05/19/2016	908.33	.00	
3858	The Brandon Agency	56054	16-Dillon-1910	05/06/2016	825.00	.00	
2800	ACORN PETROLEUM INC	774138	fuel	05/12/2016	819.42	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
2674	Browns Hill Engineering	11400	service May 9-13 2016	05/20/2016	802.00	.00	
3904	High Country Activities	4/15/16	Dillon Marina web site advertising	04/15/2016	750.00	750.00	05/18/2016
204	PEAK PERFORMANCE COPIER	060116	meter billing	06/01/2016	681.49	.00	
44	CIRSA	160888	vehicle change in 1st quarter	04/29/2016	667.00	.00	
3437	AUTO WEAVE UPHOLSTERY	55951	platform deck pads, center seat b	05/17/2016	665.00	.00	
80	DALANDZ OF COLORADO	6352	embroidery new town of dillon mar	05/11/2016	662.50	.00	
1250	SUMMIT NET TREKKER	03813	Network management	06/01/2016	639.14	.00	
101	ROBERT EVANS	053016	dock repair parts & customer boat	05/30/2016	624.55	624.55	06/03/2016
1589	Sanitary Supply Corp Inc	101291	supplies	05/16/2016	600.00	.00	
2776	Vision Technology Solutions LLC	32502	web hosting monthly fee	04/21/2016	600.00	600.00	05/18/2016
449	WALMART COMMUNITY BRC	050316	6032 2020 0531 6501 supplies	05/03/2016	544.64	.00	
174	MARK R SHAPIRO PC	053016	May 2016 billing	05/30/2016	536.50	.00	
266	USA BLUE BOOK	956395	hach ph storage solution powder	05/18/2016	528.03	.00	
2794	XCEL ENERGY 1030977	0622522379-0	300125053-300146509	05/23/2016	520.47	520.47	06/03/2016
338	VERIZON WIRELESS	9764522641	account 271567035-00001	04/28/2016	518.29	.00	
2800	ACORN PETROLEUM INC	776731	fuel	05/26/2016	514.72	.00	
3910	Conor McMahon	060116	design for Lake Dillon Brewfest	06/01/2016	500.00	500.00	06/01/2016
539	INNERMOUNTAIN DISTRIBUTIN	1613923	marina store inventory	05/17/2016	475.11	.00	
1589	Sanitary Supply Corp Inc	101291	supplies	05/16/2016	452.33	.00	
143	INTELLIGENT PRODUCTS, INC.	218561A	Mut Mitt cust 2665	05/09/2016	431.43	.00	
2674	Browns Hill Engineering	11424	service May 16-23-2016	05/27/2016	427.00	.00	
3780	Infinity Certified Welding & Fabric	1092	dock pins, boat gas tank hole repa	05/09/2016	425.20	.00	
164	KURT'S SPORTS DISTRIBUTIN	194177	marina supplies	05/12/2016	413.76	.00	
444	Century Link	970468510099	970 468 5100 991	04/28/2016	388.51	.00	
539	INNERMOUNTAIN DISTRIBUTIN	1616524	marina store inventory	05/31/2016	377.92	.00	
101	ROBERT EVANS	053016	dock repair parts & customer boat	05/30/2016	365.00	365.00	06/03/2016
3561	Staples Advantage	8039216210	marina supplies	05/07/2016	362.54	.00	
338	VERIZON WIRELESS	9764522641	account 271567035-00001	04/28/2016	358.68	.00	
908	Mid-Mountain Crane Service	28759	50 ton crane rental	05/25/2016	350.00	.00	
2736	Lawson Products	9304080961	misc equipment supplies	05/09/2016	332.27	.00	
2692	Gilsbar Inc	052416	S2575	05/24/2016	320.00	.00	
1250	SUMMIT NET TREKKER	03813	Network management	06/01/2016	319.57	.00	
1250	SUMMIT NET TREKKER	03813	Network management	06/01/2016	319.57	.00	
1250	SUMMIT NET TREKKER	03813	Network management	06/01/2016	319.57	.00	
3544	Kristin Nordeck Brown PC	051816	prosecution services	05/18/2016	310.50	.00	
143	INTELLIGENT PRODUCTS, INC.	218561A	Mut Mitt cust 2665	05/09/2016	300.00	.00	
143	INTELLIGENT PRODUCTS, INC.	218561A	Mut Mitt cust 2665	05/09/2016	300.00	.00	
716	COLORADO MOUNTAIN NEWS	466331805311	backyard 2016	05/31/2016	275.00	.00	
168	EVERIST MATERIALS LLC	232828	SX (75) 58-28R	05/05/2016	274.62	.00	
1147	Gregory Door & Window CO	39045	pivots set & labor to install	05/12/2016	270.00	.00	
288	HIGH COUNTRY AUTO SPECIA	72803	JOB 01 transmission Flush	05/19/2016	262.05	.00	
1205	Comcast - 34744	051516	8497 50 570 0330401	05/15/2016	254.85	.00	
193	NWCCOG	SBDC 6-79	workshop market food safety	05/11/2016	250.00	250.00	05/18/2016
338	VERIZON WIRELESS	9764522641	account 271567035-00001	04/28/2016	248.08	.00	
206	PORT SUPPLY	48	paint b botshild	05/18/2016	232.38	.00	
3672	Whitehall's Alpine BG	2001603	extended life synthetic MOA, BG	05/20/2016	227.30	.00	
957	Henke Manufacturing Corp	051816	reimb for overpayment on check 3	05/18/2016	223.25	223.25	05/20/2016
3541	LegalShield	051516	group# 0142906	05/15/2016	211.30	.00	
338	VERIZON WIRELESS	9764522641	account 271567035-00001	04/28/2016	210.53	.00	
171	PAUL LOHRENZ	051316	Mechanic Conf Hotel & per diem	05/13/2016	200.00	200.00	05/18/2016
2921	UMB Bank n.a.	390455	current billing period	05/13/2016	200.00	.00	
3345	Green Scene Hydroseeding Inc	201607	town hall parking lot expansion	05/24/2016	200.00	.00	
3907	Simplifile LC	052316	electronic recording of documents	05/23/2016	200.00	.00	
338	VERIZON WIRELESS	9764522641	account 271567035-00001	04/28/2016	188.90	.00	
1111	Summit Automotive Group	102128	mount tire	05/18/2016	184.92	.00	
275	WASTE MANAGEMENT	0514769-1190-	acct 002-0003122-1190-7	05/26/2016	184.74	.00	
206	PORT SUPPLY	3153011	bulb fest, mount aux	05/23/2016	181.56	.00	
3687	Adam Nance	052316	reimbursement for rifle parts	05/23/2016	181.29	181.29	05/24/2016

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
2970	Adamson Police Products	211942	pdu twill class b cargo pant	05/12/2016	166.00	.00	
3862	Technolink of the Rockies	95904	added extension 342	05/17/2016	165.00	.00	
3295	Law Enforcement Alliance for Def	5/15/16-14456	fees for April	05/15/2016	162.00	.00	
1250	SUMMIT NET TREKKER	03813	Network management	06/01/2016	159.79	.00	
1250	SUMMIT NET TREKKER	03813	Network management	06/01/2016	159.79	.00	
3780	Infinity Certified Welding & Fabric	1213	tow tractor weight bar	05/25/2016	159.18	.00	
601	ESRI	93132745	Engine w/enterprise license agree	05/12/2016	150.00	150.00	06/03/2016
3903	Peak Yoga	1530	private yoga	05/16/2016	150.00	150.00	05/16/2016
3906	CHPG High Country Healthcare	28510	4977960	03/01/2016	150.00	.00	
1589	Sanitary Supply Corp Inc	101291-1	rollpak, payload liner	05/17/2016	146.97	.00	
2793	XCEL ENERGY 1141131	622928569-62	300018443-300049050	05/25/2016	145.27	145.27	06/03/2016
539	INNERMOUNTAIN DISTRIBUTIN	1816412	marina store inventory	05/24/2016	142.20	.00	
269	US POSTAL SERVICE	060216	Box Rental #8	06/02/2016	140.00	140.00	06/03/2016
444	Century Link	970513653471	970 513 8534 719	05/07/2016	139.85	.00	
123	GRAINGER INC	9105677794	chest waders	05/09/2016	135.56	.00	
123	GRAINGER INC	9105677794	chest waders	05/09/2016	135.56	.00	
123	GRAINGER INC	9105677794	chest waders	05/09/2016	135.56	.00	
2736	Lawson Products	9304104001	low VOC Glass cleaner, kwik start	05/18/2016	134.11	.00	
225	Rocky Mnt Cabana Specialist	P 105724	sit 12624	03/07/2016	133.00	.00	
225	Rocky Mnt Cabana Specialist	P-106121	sit 12624	05/02/2016	133.00	.00	
123	GRAINGER INC	9120188785	thermostatic mixing valve	05/24/2016	128.31	.00	
716	COLORADO MOUNTAIN NEWS	100308805311	seasonal grounds crews	05/31/2016	125.80	.00	
1523	Shannon Jakoby	051316	lunch staff Denver ANS class	05/13/2016	124.88	124.88	05/20/2016
3016	IRENE KRUMMEL	060116	refund for water & sewer already	06/01/2016	120.86	120.86	06/01/2016
3473	Uncle Joe's Lures	68	lures	05/16/2016	120.00	.00	
101	ROBERT EVANS	053016	dock repair parts & customer boat	05/30/2016	116.42	116.42	06/03/2016
3409	Texas Child Support SDU	052716	00105116162005 ag 5778	05/27/2016	110.77	110.77	05/27/2016
204	PEAK PERFORMANCE COPIER	060116	meter billing	06/01/2016	110.44	.00	
2934	Friends of the Dillon Ranger Distri	051916	refund for farmers market	05/19/2016	110.00	.00	
810	SUMMIT COUNTY WASTE FACI	02-366183	loose tonnage	04/28/2016	108.46	108.46	05/20/2016
102	FARIS MACHINERY COMPANY	15601	el elas3sp9	05/16/2016	107.30	.00	
3908	Test Gauge & Backflow Supply In	600000298	calibration & Re-certification	05/26/2016	106.09	.00	
930	United Reprographic Supply Inc	86958	contract CT 1394-04	05/17/2016	101.30	.00	
1205	Comcast - 34744	051116	8497 50 570 0333553	05/11/2016	101.08	.00	
1579	LEXISNEXIS	1516096-2016	monthly subscription fee	05/31/2016	100.00	.00	
1337	Rocky Mtn Business Engraving	60849	logo set up charge, namebadge	05/25/2016	94.20	.00	
3265	Grand Junction Pipe & Supply Co.	3364315	MAXIJET STAKE ASSY, XRI SP	05/12/2016	93.55	.00	
3653	John Deere Financial	C 30542	lopper	05/16/2016	92.96	.00	
338	VERIZON WIRELESS	9764522641	account 271567035-00001	04/28/2016	90.23	.00	
3780	Infinity Certified Welding & Fabric	1092	dock pins, boat gas tank hole repa	05/09/2016	90.00	.00	
105	FERGUSON ENT MIDWES #109	4933391	pipe cmpd, brs coup	05/10/2016	87.22	.00	
123	GRAINGER INC	9106111041	gate valve	05/09/2016	87.07	.00	
789	SUMMIT FORD	50012	27 MULTI POINT INSPECTION	05/16/2016	82.00	.00	
3459	Walker's Balt II	5548	night crawlers	05/24/2016	80.00	.00	
123	GRAINGER INC	9105423207	welding curtain	05/09/2016	79.84	.00	
3576	Robert Buras	052716	supplies	05/27/2016	77.96	77.96	05/27/2016
123	GRAINGER INC	9120188796	paper towel roll	05/24/2016	75.18	.00	
449	WALMART COMMUNITY BRC	050316	6032 2020 0531 6501 supplies	05/03/2016	71.84	.00	
3512	Rocky Mnt Instrumental	49058	RML # 16-40395-AA	05/23/2016	70.00	.00	
3512	Rocky Mnt Instrumental	49059	RML# 16-40394-AA	05/23/2016	70.00	.00	
444	Century Link	1374105128	acct 79537073	04/30/2016	67.27	.00	
227	SANDERS TRUE VALUE	174087	tool rental	04/28/2016	67.00	.00	
227	SANDERS TRUE VALUE	174185	gloves, rental	05/02/2016	67.00	.00	
227	SANDERS TRUE VALUE	174239	tool rental	05/03/2016	67.00	.00	
3911	William N Gibb Family Trust	060116	refund for June Water & Sewer ch	06/01/2016	64.50	64.50	06/01/2016
3448	High Country Ice LLC	519835	ice	05/19/2016	60.00	.00	
123	GRAINGER INC	9115062805	cleaning tissues, sports drink	05/18/2016	58.74	.00	
3780	Infinity Certified Welding & Fabric	1177	fabricate doc pin	05/25/2016	56.10	.00	

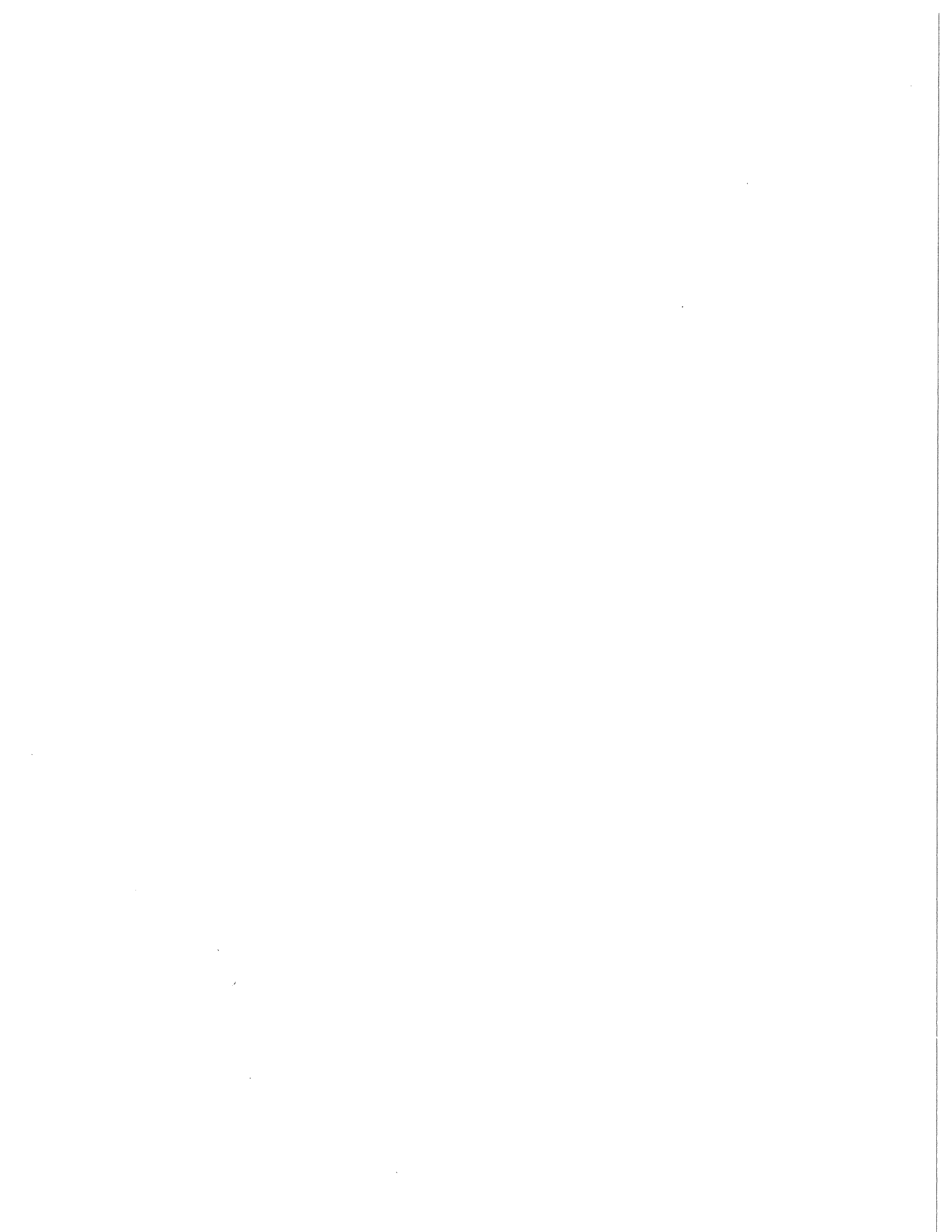
Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
444	Century Link	970513079665	970 513 0796 656	05/07/2016	55.03	.00	
3198	OSCS	18374	hazmat training John E. Ned West	05/19/2016	55.00	.00	
3641	Colorado Document Security	239486	document destruction	05/26/2016	55.00	.00	
101	ROBERT EVANS	051816	3 ton steel jack stands	05/18/2016	53.72	.00	
105	FERGUSON ENT MIDWES #109	4933391-1	LF 1 1/2 BRS Coup	05/12/2016	52.65	.00	
338	VERIZON WIRELESS	9764522641	account 271567035-00001	04/28/2016	52.44	.00	
1646	Sysco	613026036	Gatrade drink	05/11/2016	46.00	.00	
59	COLONIAL LIFE & ACCIDENT	7450976-0601	BCN E 7450976	05/21/2016	44.92	.00	
1111	Summit Automotive Group	101879	mount tire	05/10/2016	44.37	.00	
755	SUMMIT COUNTY JOURNAL	12155106A	ad 12155106A	06/10/2016	40.20	.00	
3576	Robert Buras	052616	uniforms - jeans	05/26/2016	39.14	39.14	05/27/2016
105	FERGUSON ENT MIDWES #109	4950913	misc parts	05/23/2016	37.87	.00	
227	SANDERS TRUE VALUE	174438	gloves, knot back/water resistant	05/11/2016	35.93	.00	
94	DPC INDUSTRIES INC	73000429-16	CHLORINE	04/30/2016	30.00	.00	
1196	High Country Custom Impression	2842	name plate	06/02/2016	30.00	.00	
227	SANDERS TRUE VALUE	174185	gloves, rental	05/02/2016	26.95	.00	
227	SANDERS TRUE VALUE	174193	primer, nuts and bolts	05/02/2016	25.59	.00	
105	FERGUSON ENT MIDWES #109	4947137	brs nip gbl	05/19/2016	25.50	.00	
123	GRAINGER INC	9114784854	sugar free sports mix	05/18/2016	21.49	.00	
221	ROCKY MOUNTAIN BUSINESS	60760	logo set up & sample tags	05/13/2016	20.00	.00	
227	SANDERS TRUE VALUE	174275	wood filler, spar urethane	05/04/2016	19.97	.00	
227	SANDERS TRUE VALUE	174059	gate valve	04/27/2016	18.98	.00	
755	SUMMIT COUNTY JOURNAL	12122292A	ad 12122292A	05/27/2016	17.20	.00	
755	SUMMIT COUNTY JOURNAL	A12122292	ad 12122292A	05/27/2016	17.20	.00	
1994	ALSCO	689733	mats 800150	05/16/2016	16.84	.00	
1994	ALSCO	690792	mat 800150	05/23/2016	16.84	.00	
1994	ALSCO	691894	mat 800150	05/30/2016	16.84	.00	
1871	UPS	F47237196	Shipping F47237	05/07/2016	15.96	.00	
227	SANDERS TRUE VALUE	174019	sand belt, carbtip blade	04/26/2016	14.46	.00	
227	SANDERS TRUE VALUE	174345	duct tape, misc nuts & bolts	05/06/2016	13.59	.00	
227	SANDERS TRUE VALUE	174189	flag tape, mark paint	05/02/2016	13.47	.00	
2793	XCEL ENERGY 1141131	622928569-62	300018443-300049050	05/25/2016	12.66	12.66	06/03/2016
227	SANDERS TRUE VALUE	174846	3/4 mpt street adapter, misc nuts	05/24/2016	10.47	.00	
227	SANDERS TRUE VALUE	174405	lubricant	05/10/2016	10.38	.00	
227	SANDERS TRUE VALUE	174662	blk nipple	05/18/2016	10.28	.00	
3511	Catamaran Insurance of Ohio Inc	052316	257668acct	05/23/2016	10.00	.00	
449	WALMART COMMUNITY BRC	050316	6032 2020 0531 6501 supplies	05/03/2016	9.48	.00	
227	SANDERS TRUE VALUE	173233	misc nuts & bolts (applied .03 ac	03/19/2016	7.75	.00	
3319	Auto Zone	4063324823	Fuses	05/25/2016	7.02	.00	
105	FERGUSON ENT MIDWES #109	4953156	wrot cxm adpt	05/24/2016	6.51	.00	
3561	Staples Advantage	8039307856	supplies	05/14/2016	5.59	.00	
227	SANDERS TRUE VALUE	174012	drop cloth	04/26/2016	5.58	.00	
105	FERGUSON ENT MIDWES #109	4953426	paste flux	05/24/2016	4.47	.00	
227	SANDERS TRUE VALUE	174170	nuts and bolts	04/30/2016	4.00	.00	
227	SANDERS TRUE VALUE	174893	4 wd stake	05/25/2016	3.58	.00	
227	SANDERS TRUE VALUE	052516	finance charge	05/25/2016	.50	.00	
2736	Lawson Products	9500149658	credit memo	05/18/2016	20.34-	.00	
1646	Sysco	613041410	Customer return	05/11/2016	124.07-	.00	
Grand Totals:					402,044.12	176,031.43	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
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.							
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.							

.....Approved _____ Dated ___/___/___

Report Criteria:

- Detail report.
 - Invoice detail records above \$ included.
 - Paid and unpaid invoices included.
 - Invoice Detail.GL Account = 10100100-91990000
-



TOWN OF DILLON
PAYROLL LEDGER
5/27/2016

Payroll 05/27/16

Administration	\$	23,137.21
Council	\$	-
Planning/Engineering	\$	7,441.31
Police	\$	25,175.05
Public Works	\$	10,060.04
Buildings/Parks	\$	13,708.70
Street Improvement	\$	-
Water	\$	10,363.39
Sewer	\$	2,203.61
Marina	\$	18,637.84

Total Gross Payroll \$ 110,727.15

Less: Payroll Taxes \$ (21,260.07)

Less: Misc. Deductions \$ (15,775.46)

Net Payroll \$ 73,691.62

**TOWN COUNCIL ACTION ITEM
STAFF SUMMARY
MAY 17, 2016 COUNCIL MEETING**

Date: May 11, 2016

AGENDA ITEM NUMBER: 3.c.

ACTION TO BE CONSIDERED: Consideration of Approval to Use Town Owned Property – Dillon Marina Park and Dillon Amphitheatre

SUMMARY: The Town of Dillon has applied for a Special Events Permit to sell and serve alcohol at the Dillon Marina Park and Dillon Amphitheatre for the Beer Fest on June 18 from 11:00 a.m. to 9:00 p.m.

This request from the Town of Dillon is only for permission to use the Dillon Marina Park and Dillon Amphitheatre properties.

BUDGET IMPACT: \$100.00, per the town's Special Event Fee of \$100/event

STAFF RECOMMENDATION/ACTION REQUESTED: Staff recommends approval for the Town of Dillon to use the Dillon Marina Park and Dillon Amphitheatre properties for the above-listed date and times.

MOTION, SECOND AND ROLL CALL VOTE FOR APPROVAL

This action requires the affirmative vote of a majority of the members present.

DEPARTMENT HEAD RESPONSIBLE: Jo-Anne Tyson, Town Clerk

APPLICATION FOR A SPECIAL EVENTS PERMIT

Department Use Only

**IN ORDER TO QUALIFY FOR A SPECIAL EVENTS PERMIT, YOU MUST BE NONPROFIT
AND ONE OF THE FOLLOWING (See back for details.)**

- | | | |
|---|--|--|
| <input type="checkbox"/> SOCIAL | <input type="checkbox"/> ATHLETIC | <input type="checkbox"/> PHILANTHROPIC INSTITUTION |
| <input type="checkbox"/> FRATERNAL | <input type="checkbox"/> CHARTERED BRANCH, LODGE OR CHAPTER | <input type="checkbox"/> POLITICAL CANDIDATE |
| <input type="checkbox"/> PATRIOTIC | <input type="checkbox"/> OF A NATIONAL ORGANIZATION OR SOCIETY | <input type="checkbox"/> MUNICIPALITY OWNING ARTS FACILITIES |
| <input checked="" type="checkbox"/> POLITICAL | <input type="checkbox"/> RELIGIOUS INSTITUTION | |

LIAB TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR:	DO NOT WRITE IN THIS SPACE
2110 <input checked="" type="checkbox"/> MALT, VINOUS AND SPIRITUOUS LIQUOR \$25.00 PER DAY	LIQUOR PERMIT NUMBER
2170 <input type="checkbox"/> FERMENTED MALT BEVERAGE (3.2 Beer) \$10.00 PER DAY	

1. NAME OF APPLICANT ORGANIZATION OR POLITICAL CANDIDATE Town of Dillon	State Sales Tax Number (Required) 00505923-0000
--	--

2. MAILING ADDRESS OF ORGANIZATION OR POLITICAL CANDIDATE (include street, city/town and ZIP) PO Box 8 Dillon, CO 80435	3. ADDRESS OF PLACE TO HAVE SPECIAL EVENT (include street, city/town and ZIP) Dillon Marina Parking Lot and Amphitheater 201 West Lodgepole Street, Dillon, CO 80435
--	---

NAME	DATE OF BIRTH	HOME ADDRESS (Street, City, State, ZIP)	PHONE NUMBER
4. PRES./SEC'Y OF ORG. or POLITICAL CANDIDATE Kerstin Anderson	01/10/75	0048 SCR 2408 Silverthorne, CO 80498	970-468-1800
5. EVENT MANAGER Matt Miano	05/09/76	871 Idlewild Dr, Dillon, CO 80435	970-389-5632
6. HAS APPLICANT ORGANIZATION OR POLITICAL CANDIDATE BEEN ISSUED A SPECIAL EVENT PERMIT THIS CALENDAR YEAR? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES HOW MANY DAYS? _____		7. IS PREMISES NOW LICENSED UNDER STATE LIQUOR OR BEER CODE? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES TO WHOM? <u>Town of Dillon/Op Premise</u>	

8. DOES THE APPLICANT HAVE POSSESSION OR WRITTEN PERMISSION FOR THE USE OF THE PREMISES TO BE LICENSED? Yes No

LIST BELOW THE EXACT DATE(S) FOR WHICH APPLICATION IS BEING MADE FOR PERMIT

Date	Date	Date	Date	Date
6/18/16				
Hours From	Hours From	Hours From	Hours From	Hours From
11:00 a .m.	To	To	To	To
9:00 p .m.				

OATH OF APPLICANT

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

SIGNATURE 	TITLE Marketing & Communications Director	DATE 05/11/16
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REPORT AND APPROVAL OF LOCAL LICENSING AUTHORITY (CITY OR COUNTY)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 12, Article 48, C.R.S., as amended.

THEREFORE, THIS APPLICATION IS APPROVED.

LOCAL LICENSING AUTHORITY (CITY OR COUNTY) Town of Dillon	<input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY	TELEPHONE NUMBER OF CITY/COUNTY CLERK 970-262-3406
--	---	---

SIGNATURE 	TITLE Town Clerk	DATE 05-11-16
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DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY

LIABILITY INFORMATION			
License Account Number	Liability Date	State	TOTAL
		-750 (999)	\$.

**TOWN COUNCIL ACTION ITEM
STAFF SUMMARY
June 7, 2016 COUNCIL MEETING**

Date: May 23, 2016

AGENDA ITEM NUMBER: 3d

ACTION TO BE CONSIDERED: Consideration of Resolution No. 29-16, Series of 2016, making an appointment to the Dillon Planning and Zoning Commission.

SUMMARY: There are two (2) vacancies on the Dillon Planning and Zoning Commission of which one (1) vacancy is required to be filled by a Dillon resident. The vacancies are created by the term expiration of two current Commissioners. Amy Gaddis, non-Dillon resident and Teresa England, Dillon resident wish to fill these vacant seats on the Dillon Planning and Zoning Commission with terms to expire June, 2019.

BUDGET IMPACT: None.

STAFF RECOMMENDATION/ACTION REQUESTED: Staff recommends approval of Resolution No. 29-16, Series of 2016.

MOTION, SECOND AND ROLL CALL VOTE FOR APPROVAL.

“... move to approve Resolution No. 29-16, Series of 2016 making an appointment to the Planning and Zoning Commission.”

Resolutions require the affirmative vote of a majority of the members present.

STAFF RESPONSIBLE: Jo-Anne Tyson, Town Clerk

RESOLUTION NO. 29-16
Series of 2016

**A RESOLUTION BY THE TOWN COUNCIL OF THE TOWN OF
DILLON, COLORADO, MAKING APPOINTMENTS TO THE
PLANNING AND ZONING COMMISSION.**

WHEREAS, the Town Council has created a Planning and Zoning Commission pursuant to Chapter 2, "Administration and Personnel", Article 6, "Planning and Zoning Commission" of the Dillon Municipal Code; and

WHEREAS, the Town of Dillon, Colorado wishes to re-appoint Amy Gaddis and Teresa England to serve as members of the Planning and Zoning Commission; and

WHEREAS, the Town Council of the Town of Dillon believes it is in the best interest of the Town to make these appointments to the Planning and Zoning Commission for the Town of Dillon.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE
TOWN OF DILLON, COLORADO, AS FOLLOWS:**

Section 1. The Town Council of the Town of Dillon hereby appoints Amy Gaddis to serve as a non-Dillon resident member of the Planning and Zoning Commission to serve a three year term that will expire in June, 2019.

Section 2. The Town Council of the Town of Dillon hereby appoints Teresa England to serve as a Dillon resident member of the Planning and Zoning Commission to serve a three year term that will expire in June, 2019.

**ADOPTED AND APPROVED THIS 7TH DAY OF JUNE, 2016, BY THE TOWN
COUNCIL OF THE TOWN OF DILLON, COLORADO.**

TOWN OF DILLON,
a Colorado municipal corporation

By: _____
Kevin Burns, Mayor

ATTEST:

By: _____
Jo-Anne Tyson, CMC/MMC, Town Clerk

**TOWN COUNCIL ACTION ITEM
STAFF SUMMARY
May 17, 2016 COUNCIL WORK SESSION**

Date: May 9, 2016

AGENDA ITEM NUMBER: 6

ACTION TO BE CONSIDERED: Consideration of Resolution No. 30-16, Series of 2016

A RESOLUTION BY THE TOWN COUNCIL OF THE TOWN OF DILLON, COLORADO, DELEGATING THE AUTHORITY TO EXAMINE AND APPROVE CERTAIN PROCEDURES FOR RETAIL MARIJUANA STORE BUSINESS LICENSES FOR THE TOWN OF DILLON TO THE TOWN CLERK.

SUMMARY: At Council's Work Session on May 17, 2016, staff presented a proposal delegating the authority from the Local Licensing Authority to the Town Clerk to approve annual retail marijuana store business license renewals and minor changes to such licenses. Currently, the Local Licensing Authority requires a public hearing to review annual renewals and any changes to retail marijuana store business licenses. This process is often difficult to coordinate with the Authority, costly to the Town, and an inconvenience to the applicant. The Clerk's office will continue to coordinate with the Police Department as well as conduct annual inspections of the premise ensuring licensing compliance amongst the Planning, Police, Finance, and Administration departments. If however, any violations or questions of moral fortitude of the applicant or related to the licensed premise arise, a public hearing with the Local Licensing Authority shall be scheduled.

BUDGET IMPACT: Savings of approximately \$1,500.00 annually

STAFF RECOMMENDATION/ACTION REQUESTED: Staff recommends approval of Resolution No. 30-16, Series of 2016.

MOTION, SECOND AND ROLL CALL VOTE FOR APPROVAL.

"... move to approve Resolution No. 30-16, Series of 2016 delegating the authority to examine and approve certain procedures for retail marijuana store business licenses for the Town of Dillon to the Town Clerk."

Resolutions require the affirmative vote of a majority of the members present.

STAFF MEMBER RESPONSIBLE: Mark Heminghous, Police Chief
Jo-Anne Tyson, Town Clerk

RESOLUTION NO. 30-16
Series of 2016

**A RESOLUTION BY THE TOWN COUNCIL OF THE TOWN OF
DILLON, COLORADO, DELEGATING THE AUTHORITY TO
EXAMINE AND APPROVE CERTAIN PROCEDURES FOR RETAIL
MARIJUANA STORE BUSINESS LICENSES FOR THE TOWN OF
DILLON TO THE TOWN CLERK.**

WHEREAS, the Town Council of the Town of Dillon, Colorado, designated the Local Licensing Authority to review and approve retail marijuana store business license renewals for the Town of Dillon; and,

WHEREAS, Section 6-8-90 (10)(d) of the Dillon Municipal Code states that no public hearing is necessary for previously issued retail marijuana store business license renewals; and,

WHEREAS, in the interest of the efficient operation of the Local Licensing Authority, the Town Clerk shall be delegated the administrative authority to review and approve certain applications filed for renewal; and,

WHEREAS, the Town Council believes it is in the best interest of the Town to grant such authorization to the Town Clerk.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF
THE TOWN OF DILLON, COLORADO AS FOLLOWS:**

Section 1.

A. The Town Clerk may approve retail marijuana store business license renewal applications when there have been no violations of the Colorado Retail Marijuana Code by the applicant within the preceding year, and when the Clerk finds there is no other derogatory information regarding the licensee, its partners, officers, directors, managers, or shareholders that would prohibit the licensee from holding a retail marijuana store business license.

B. When reviewing such applications, the Town Clerk shall request from the Police Department a report concerning the matter applied for in the application. It shall be the affirmative duty of the Police Department to notify the Town Clerk of any violations that involve establishments holding a retail marijuana store business license.

C. If upon review of the application the Town Clerk determines that the application is complete and there is no matter raised by the application or any report obtained in connection therewith that should be referred to the Local Licensing Authority for decision, the Town Clerk may administratively approve the application. If, however, the Town Clerk's investigation discloses any proven or alleged violations of the Colorado Retail Marijuana Code or other derogatory information as described above, the Clerk shall schedule action on the application for review by the Local Licensing Authority.

Section 2.

A. The Town Clerk may approve the following types of applications when there have been no violations of the Colorado Retail Marijuana Code by the applicant within the preceding year, and when the Clerk finds there is no other derogatory information regarding the licensee, its partners, officers, directors, managers, or shareholders that would prohibit the licensee from holding a retail marijuana store business license:

1. Change of corporate structure;
2. Changes of trade name or corporate name;
3. Modification of premise; and
4. Manager registration.

B. When reviewing such applications, the Town Clerk may request from the Police Department a report concerning the matter applied for in the application. It shall be the affirmative duty of the Police Department to notify the Town Clerk of any violations that involve establishments holding a retail marijuana store business license.

C. If upon review of the application the Town Clerk determines that the application is complete and there is no matter raised by the application or any report obtained in connection therewith that should be referred to the Local Licensing Authority for decision, the Town Clerk may administratively approve the application. If, however, the Town Clerk's investigation discloses any proven or alleged violations of the Colorado Retail Marijuana Code or other derogatory information as described above, the Clerk shall schedule action on the application for review by the Local Licensing Authority.

APPROVED AND ADOPTED THIS 7TH DAY OF JUNE, 2016 BY THE TOWN COUNCIL OF THE TOWN OF DILLON, COLORADO.

TOWN OF DILLON
a Colorado municipal corporation

By: _____
Kevin Burns, Mayor

ATTEST:

By: _____
Jo-Anne Tyson, CMC/MMC, Town Clerk

**TOWN COUNCIL ACTION ITEM
STAFF SUMMARY
JUNE 7, 2016 COUNCIL MEETING**

DATE: June 2, 2016

AGENDA ITEM NUMBER: 7

ACTION TO BE CONSIDERED: Consideration of a Resolution No. 31-16, Series of 2016:

A RESOLUTION AUTHORIZING THE TOWN OF DILLON, COLORADO, TO ENTER INTO A CONSULTING AGREEMENT WITH SINK COMBS DETHLEFS, FOR THE DILLON AMPHITHEATER FINAL DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES; AUTHORIZING AND DIRECTING THE APPROPRIATE TOWN OFFICERS TO SIGN THE NECESSARY DOCUMENTS; AND, SETTING FORTH DETAILS IN RELATION THERETO.

SUMMARY:

After reviewing the masterplan for the Dillon Amphitheater, the Town Council has directed staff to move ahead with the Final Design phase of the facility improvements. This work will also include construction administration services during the construction phase of the project. Sink Combs Dethlefs' proposal, dated April 14, 2016, is attached for review and contemplates preparing 3 separate construction bid document packages. Each package includes construction administration services from bid assistance through the Certificate of Occupancy for each phase.

The proposal from Sink Combs Dethlefs totals \$456,000, which is reasonable for a project of this scale. It is anticipated that this design project will begin in the second half of June 2016 and finish by the end of year 2016.

BUDGET IMPACT: The Town Council will fund this project from the capital improvement fund. \$1,000,000 was budgeted under account number 2041-1110 for the Amphitheater Master Plan. The \$456,000 will be paid for out of this account.

STAFF RECOMMENDATION: Staff recommends approval of Resolution No. 31-16, Series of 2016.

ACTION REQUESTED: Motion, Second, Roll Call Vote
Resolutions require the affirmative vote of a majority of the members present.

STAFF MEMBER RESPONSIBLE: Dan Burroughs, Town Engineer

RESOLUTION NO. 31-16
Series of 2016

A RESOLUTION AUTHORIZING THE TOWN OF DILLON, COLORADO, TO ENTER INTO A CONSULTING AGREEMENT WITH SINK COMBS DETHLEFS, FOR THE DILLON AMPHITHEATER FINAL DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES; AUTHORIZING AND DIRECTING THE APPROPRIATE TOWN OFFICERS TO SIGN THE NECESSARY DOCUMENTS; AND, SETTING FORTH DETAILS IN RELATION THERETO.

WHEREAS, the Town of Dillon wishes to enter into a consulting agreement with Sink Combs Dethlefs to complete the final design and construction phases for the Dillon Amphitheater improvement project; and

WHEREAS, the Town Council of the Town of Dillon believes it is in the best interest of the Town to enter into such a contract.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DILLON, COLORADO, AS FOLLOWS:

Section 1. That the Town of Dillon be and is hereby authorized and directed to enter into a consulting agreement with Sink Combs Dethlefs, a copy of which is attached hereto and incorporated herein by reference, to pay the consideration of \$456,000 for the Dillon Amphitheater Final Design and Construction Administration Services; and the appropriate Town officers are hereby authorized and directed to sign and bind the Town of Dillon to said contract.

APPROVED AND ADOPTED THIS 7th, DAY OF JUNE, 2016, BY THE TOWN COUNCIL FOR THE TOWN OF DILLON, COLORADO.

TOWN OF DILLON
a Colorado municipal corporation

By: _____
Kevin Burns, Mayor

ATTEST:

By: _____
Jo-Anne Tyson, CMC, Town Clerk



April 14, 2016

Mr. Dan Burroughs
Town Engineer
Town of Dillon
200 Facilities Building
Notre Dame, IN 46556-5663

Proposal Letter
Final Design and Construction Administration Services for Dillon Amphitheater Improvements

Dear Dan,

I am pleased to submit this proposal as a follow-up to the Preliminary Design work for the Dillon Amphitheater. To accommodate the Town's goal of phasing the project, we have identified four design packages that could be orchestrated individually or in bundles. We have also separated fees for Design services and Construction Administration services to allow the Town to select the appropriate services based on available funding.

DESIGN PACKAGES

Please refer to the attached site plan drawing for a graphic representation of the design packages.

Package 1: The Stage. This scope includes constructing a new and relocated covered stage, including expansion of the stage area to include a larger stage with new canopy plus back-of-house spaces such as dressing rooms, restrooms, storage, and loading/staging areas, creation of a multi-use low-sloped floor area between the existing concrete risers and the stage, initial incorporation of ADA seating areas and access paths, provisions for a future soundboard location, and associated pedestrian and loading circulation systems. The existing concrete seating risers shall remain in place. Utility infrastructure to serve the stage will be included. An initial budget estimate places the construction value at \$2.55 million.



Package 2: The Seating Bowl. This scope includes modifications to the seating bowl to include adjustments to the north and east lawn seating areas plus expansion of the south lawn seating. This package also includes new steps, retaining walls, and railings to accommodate spectator circulation, grade changes, and ADA seating areas. Approximately one-third of the planned upper plaza will be included as well. The layout and improvements will be coordinated with the upcoming street/intersection improvements. An initial budget estimate places the construction value at \$900,000.

Package 3: Upper Spectator Amenities. This scope includes the continuation of the upper plaza plus the construction of two new structures housing the ticket office, concessions, restrooms, storage, and a first aid room. The plaza includes a festival tent area with retaining walls and access from the east. The west edge of the existing parking lot represents the eastern boundary of the project limits. An initial budget estimate places the construction value at \$2.5 million.

SCOPE OF WORK

The scope of work for each design package will include:

- With the exception of civil engineering services, our team will undertake final design for the project, including Design Development and Construction Documents packages. We will work with the Town through regular meetings during both phases. The Town will also have the opportunity to review the documents and comment at the completion of DD and at a 75% CD milestone. The design services will be provided in a single effort, with the design packages delineated within the documents as described above. The 100% CD's will be geared for a traditional bid process. The Town will be responsible for the General Conditions, bid forms, and other materials specific to the Town's process or requirements.
- During our Contract Administration services, our team will evaluate bids, attend jobsite meetings and observe the construction progress at timely intervals, address contractors' questions, review submittals, and review pay applications throughout the course of construction. We will close-out our CA services with a final punchlist and follow-up review, issuance of a certificate of substantial completion, the production of Record Drawings based on the Contractor's mark-ups, and an eleven month warranty inspection. Again, these services are exclusive of the civil engineering components as identified below.



- Our team will provide structural design for site retaining walls. The Town of Dillon will provide all other civil engineering services.

SCHEDULE

Our proposal is based on the following durations, starting in April/May 2016:

Final Design Development Deliverable/ Presentation:	8 weeks
Final Construction Documents Deliverable	10 weeks
Bidding/Negotiation Complete	6 weeks
Construction Duration (likely starting July 2017)	8 months

CONSULTANT TEAM

Sink Combs Dethlefs will be responsible for architectural design, renderings, construction administration, and overall management and coordination of the consultant team. ME Engineers will be responsible for mechanical, plumbing, and electrical engineering services. DFH Consulting will provide cost estimates at the conclusion of DD and at the 75% CD milestone. Martin/Martin will be responsible for structural analysis and design, including site retaining walls. Design Concepts will serve as landscape architect. Acoustics and AV consulting will be performed by WJHW.

The Town of Dillon will be responsible for site civil design and CA services.



BASE FEE PROPOSAL

Design Development (30%)	\$132,300
Construction Documents (40%)	\$176,400
Contract Administration (30%)	<u>\$132,300</u>
Subtotal for Services	\$441,000
Reimbursable expenses not to exceed	<u>\$15,000</u>
Total	\$456,000

We will contract for these services through a standard AIA Agreement for Architectural Services.

ADDITIONAL SERVICES

- Renderings: Additional renderings, if requested by the Town, will be billed according at the following rate: \$4,500/rendering
- Food Service Design: Design services for concessions, etc. will be based on scope
- LEED Certification: Services necessary to manage, design, and provide certification documents required to achieve a LEED Silver certificate. \$35,000
- Theatrical Lighting Design: Design of permanent theatrical lighting to be incorporated into the stage canopy. \$8,000

EXCLUSIONS

The following services are not included within our proposed scope:

- Formal survey of existing conditions or geotechnical studies
- Hazardous material investigation or abatement
- Life cycle cost studies
- LEED certification/energy modeling/specialized sustainable design studies
- IT, voice/data/security, food service, or other specialized design services
- Traffic Analysis



TOWN OF DILLON RESPONSIBILITIES

We request that staff be available for questions as needed so that we can quickly receive direction. The Town shall provide all available files and drawings related to the site and previous improvements. The Town shall provide copies of or electronic access to Design Standards or design information for adjacent or contributing improvements.

We look forward to continuing our valued relationship with the Town of Dillon. Please call with any questions or comments.

Best regards,

Andrew W. Barnard, AIA
Sink Combs Dethlefs

Signature below indicates notice to proceed.

Town of Dillon
Name/Title

Date



SINK COMBS DETHLEFS SCHEDULE OF HOURLY RATES - 2015

Principals/Associate Principals

Don Dethlefs, Andy Barnard, Chris Kastelic	\$300
Ernest Joyner, Mike Harvey	\$250
Lee Sterrett, Lindsey Peckinpaugh	\$200

Professionals

Senior Project Manager	\$175
Project Manager	\$150
Architect	\$135
Interior Designer	\$125
Computer Rendering	\$125
Graphic Designer	\$115
Designer	\$90
Intern of Architecture	\$75

Clerical/Administrative

\$65

Dillon Amphitheater Design and Contract Administration

Budget: Bldg \$5,100,000 Reno: \$0 MEP Reno: \$0 Site: \$ 850,000 \$5,950,000 Total Construction

CONSULTANT TEAM

Description	SCD	Civil	Struct	Mech./Plbg.	Elect.	AV/Acoust	Food Srv	Landscape	Technology	Cost	Specs	Total
	Arch of Record	ToD	MM	ME	ME	WJHW	None	DC	ME	DFH	Conspectus	
Base Services	261,634	-	65,000	19,500	19,500	28,000		15,000	0	14,880	17,500	441,014
	4.40%	0.00%	1.09%	0.33%	0.33%	0.47%	0.00%	0.25%	0.00%	0.25%	0.29%	7.41%

Typ. Services Beyond Base Fees

I-1	Program Verification	NR	Complete									-
I-2	Existing Building BIM Model		Complete									-
I-3	Exist'g Conds' Survey	Exc.	BY TOD									-
I-4	Field Verification		Base									-
I-5	Sub-grade Design		NA									-
I-6	Energy Modeling		NA									-
I-7	Voice/Data/Security		NA									-
I-8	AV Design		Base									-
I-9	Food Service Design		Add Svc.									-
I-10	Bid Pkgs	2	Base									-
I-11	IBC/Life Safety Code Anal.		Base									-
I-12	Wayfinding Design		Add Svc.									-
I-13	Theatrical Lighting		500		7500							8,000
I-14	Renderings	2	9,000									9,000
I-15												-
I-16												-
I-17	Travel Expenses	56	1971	657	657	657	431	526		438	0	5,337
Total Non-Base Fees			11471	0	657	657	8157	431	0	526	0	22,337
			0.19%	0.00%	0.01%	0.01%	0.14%	0.01%	0.00%	0.01%	0.00%	0.38%
			4.59%	0.00%	1.10%	0.34%	0.46%	0.48%	0.00%	0.26%	0.29%	7.79%

TOTAL FEES	\$273,105	\$0	\$65,657	\$20,157	\$27,657	\$28,431	\$0	\$15,526	\$0	\$15,318	\$17,500	\$463,351
% of overall Fees	58.9%	0.0%	14.2%	4.4%	6.0%	6.1%	0.0%	3.4%	0.0%	3.3%	3.8%	100.0%

Additional Services Fees

A-1												-
A-2												-
A-3												-
Total Add Service Fees	0	0	0	0	0	0	0	0	0	0	0	-



**MAYORAL PROCLAMATION 03-16, Series of 2016
PROCLAIMING MAY 21, 2016 AS ARBOR DAY**

WHEREAS, IN 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees in the Town of Dillon increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW, THEREFORE, I, KEVIN BURNS, MAYOR OF THE TOWN OF DILLON, COLORADO DO HEREBY OFFICIALLY PROCLAIM MAY 21, 2016 AS ARBOR DAY IN THE TOWN OF DILLON, AND I URGE ALL CITIZENS TO CELEBRATE ARBOR DAY AND TO SUPPORT EFFORTS TO PROTECT OUR TREES AND WOODLANDS, AND

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

DATED THIS 7TH DAY OF JUNE, 2016.

TOWN OF DILLON
a Colorado municipal corporation

Kevin Burns, Mayor

ATTEST:

By: _____
____Jo-Anne Tyson, CMC/MMC, Town Clerk





**MAYORAL PROCLAMATION 04-16, SERIES OF 2016
PROCLAIMING JUNE 22, 2016 AS
BIKE TO WORK DAY**

WHEREAS, for more than a century, the bicycle has been an important part of the lives of most Americans; and

WHEREAS, today, millions of Americans engage in bicycling as an environmentally sound form of transportation, an excellent form of fitness, and as a quality family recreation activity; and

WHEREAS, the Town of Dillon, Colorado encourages the use of bicycles as a means of transportation; and

WHEREAS, the Town Council of the Town of Dillon, Colorado recognizes the bicycle as a legitimate roadway vehicle and therefore is entitled to legal and responsible use of all public roadway facilities; and

WHEREAS, the Colorado Department of Transportation's Bicycle and Pedestrian Program and the Federal Highway Administration have established June as Colorado Bike Month; and

WHEREAS, the Colorado Department of Transportation's Bicycle and Pedestrian Program and the Federal Highway Administration have established June 22, 2016 as Bike to Work Day.

NOW, THEREFORE, ON BEHALF OF THE TOWN COUNCIL AND THE PEOPLE OF THE TOWN OF DILLON, I, KEVIN BURNS, MAYOR OF THE TOWN OF DILLON, BY VIRTUE OF THE AUTHORITY VESTED IN ME, DO HEREBY OFFICIALLY PROCLAIM JUNE 22, 2016 AS BIKE TO WORK DAY, AND

FURTHER, I call upon the residents of the Town of Dillon to join me in this declaration of proclaiming June 22, 2016 as Bike to Work Day.

GIVEN under my hand and seal of the Town of Dillon this 7th day of June, 2016.

Attest:

Kevin Burns, Mayor

Jo-Anne Tyson, CMC/MMC, Town Clerk



Town of Dillon
Contracts/License Agreements/Leases
Signed by Town Manager
All contracts listed below are included in the 2016 budget.
May 1-May 31, 2016

Todd Webber Architect	Architect for Town Hall Remodel	\$4,500

Town of Dillon
Liquor Licenses Approved by Town Clerk
May 31, 2016

Liquor License Renewal Beer & Wine	Café Profusion	05/05/16
Change of Manager Registration	Ruby Tuesday	5/2/16
Liquor License Renewal Hotel & Restaurant Liquor License	Tacos and Tequila	5/9/16
Optional Premise Liquor License	Town of Dillon – Amphitheatre	5/1/16
Special Event Liquor Permit	Dillon Yacht Club <ul style="list-style-type: none"> · June 11, 10:00 a.m. – 11:59 p.m. · June 18, 10:00 a.m. – 11:59 p.m. · July 9, 10:00 a.m. – 11:59 p.m. · July 23, 10:00 a.m. – 11:59 p.m. 	5/23/16
Liquor License Renewal Beer & Wine	Bella Pella LLC	5/24/16