



City Council
Randy Winkler, Mayor
Barbara Clifton, Mayor Pro Tem
Joe Elliott, Councilor
Ed Green, Councilor
Theresa Hamilton, Councilor
Annick Pruett, Councilor
Dana Wood, Councilor

City Hall
City Council Chambers
202 Railroad Avenue
Rifle, CO

Cablecast Live on
Comcast Channel 10

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January 18, 2017

**SPECIAL MEETING 6:00 P.M.
COUNCIL CHAMBERS**

- 6:00 P.M. 1. Special Meeting Call to Order and Roll Call
- 6:03 P.M. 2. Executive Session – Discussion of a personnel matter under CRS 24-6-402(2)(f) and not involving: (1) any specific employees who have requested discussion of the matter in open session; (2) any member of this body or any elected official; (3) the appointment of any person to fill an office of this body or of an elected official; or (4) personnel policies that do not require the discussion of matters personal to particular employees. (City Manager Review)

**REGULAR MEETING 7:00 P.M.
COUNCIL CHAMBERS**

The City Council may take action on any of the following agenda items as presented or modified prior to or during the meeting, and items necessary or convenient to effectuate the agenda items.

- 7:00 p.m. 1. Regular Meeting Call to Order and Roll Call
- 7:03 p.m. 2. Consent Agenda – consider approving the following items:
 A. Minutes from the January 4, 2017 Regular Meeting
 B. (*Acting as Liquor Licensing Authority*) Liquor License Renewals:
 Gustavo A Casanova dba El Kora Mexican Restaurant and Nacho's Mexican Dining LLC dba Nacho's Mexican Dining LLC
 C. Submitting Grant Application to Department of Local Affairs (DOLA)
 - Resolution No. 3, Series of 2017

- 7:08 p.m. 3. Citizen Comments
(For items not listed as public hearings on the agenda. Please limit comments to 3 minutes.)
- 7:11 p.m. 4. Action, if any, on Workshop Items (Mayor Winkler)
- 7:15 p.m. 5. Consider Parks and Recreation Fee Schedule for 2017 - Resolution No. 4, Series of 2017 (Tom Whitmore)
- 7:25 p.m. 6. Consider Memorandum of Understanding with the Department of Local Affairs (DOLA) Main Street Program
- 7:35 p.m. 7. Administrative Reports
- 7:45 p.m. 8. Comments from Mayor and Council
- 7:55 p.m. 9. Executive Session for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators, under C.R.S. Section 24-6-402(4)(e). (Utility Easement)

The order and times of agenda items listed above are approximate and intended as a guideline for the City Council.

Next Regular Meeting of Council: February 1, 2017 at 7:00 p.m.



RIFLE CITY COUNCIL MEETING

Wednesday, January 4, 2017

REGULAR MEETING

7:00 p.m. * Council Chambers

A regular meeting of the Rifle City Council was called to order at 7:03 p.m. by Mayor Randy Winkler.

PRESENT AT ROLL CALL: Councilors Barbara Clifton, Joe Elliott, Ed Green, Theresa Hamilton, Annick Pruett, Dana Wood, and Mayor Randy Winkler.

OTHERS PRESENT: City Manager Matt Sturgeon, City Clerk Kristy Christensen, City Attorney Jim Neu, Rifle Community Television (RCTV) Assistant Salvador Tovar, Interim Chief of Police Sam Stewart, Planning Director Nathan Lindquist, and Alex Zorn.

CONSENT AGENDA - APPROVE THE FOLLOWING ITEMS:

- A. Minutes from the December 7, 2016 Regular Meeting
- B. Minutes from the December 21, 2016 Special Meeting
- C. Minutes from the December 21, 2016 Regular Meeting
- D. (*Acting as Liquor Licensing Authority*) Liquor License Renewals: City of Rifle, Colorado dba Ute Theatre and Events Center, Kum & Go LC dba Kum & GO #922

Councilor Pruett moved to approve Consent Agenda Items A, B, C and D; seconded by Councilor Hamilton

Roll Call: Yes – Clifton, Elliott, Green, Hamilton, Pruett, Wood, and Winkler.

CITIZEN COMMENTS

No Citizen comments were heard.

CONSIDER SETTING POSTING PLACE FOR PUBLIC MEETINGS – RESOLUTION NO. 1, SERIES OF 2017 (KRISTY CHRISTENSEN)

City Clerk Kristy Christensen explained the City of Rifle is subject to the Colorado Open Meetings Law which requires the City to post notices of any public meetings in a public place. City Council annually designates the place within the municipality where notices of public meetings shall be posted. The designated posting place is the foyer at the west entrance of City Hall. Staff recommends approving Resolution No. 1, series of 2017.

Councilor Clifton moved to approve Resolution No. 1, series of 2017; seconded by Councilor Pruett.

Roll Call: Yes – Clifton, Elliott, Green, Hamilton, Pruett, Wood, and Winkler.

CONSIDER SETTING OFFSITE STREET IMPACT FEE FOR 2017 - RESOLUTION NO. 2, SERIES OF 2017 (NATHAN LINDQUIST)

Planning Director Nathan Lindquist stated the Off-Site Street Impact Fee is charged on new development projects in order to address street improvements and repairs that are made necessary by the additional traffic. To keep up with inflation in 2007, the City of Rifle implemented a 5% annual increase in the Off-Site Street Impact Fee. While this inflation rate appears to have been accurate for some time, Staff has recognized that inflation has slowed in recent years. Staff recommends freezing the fees at the 2016 fee levels of \$7,094.37 per Single-Family unit and \$4,354.82 per Multi-Family unit.

Councilor Green moved to approve Resolution No. 2, series of 2017; seconded by Councilor Wood. Roll Call: Yes – Clifton, Elliott, Green, Hamilton, Pruett, Wood, and Winkler.

CONSIDER ADOPTING ELECTRONIC RECORD RETENTION POLICY (KRISTY CHRISTENSEN)

City Clerk Kristy Christensen noted in an effort to manage the large volume of e-mails and to be in compliance with the City's Record Retention Schedule and Colorado Open Records Act (CORA), staff would like to implement an Electronic Record Retention Policy. Some E-mail communications may be considered public records under the Colorado Open Records Act. The City's Records Retention Schedule applies to e-mail communications in the same manner as other records. Staff recommends adopting the Electronic Record Retention Policy.

Councilor Elliott moved to adopt the Electronic Record Retention Policy; seconded by Councilor Pruett.

Roll Call: Yes – Clifton, Elliott, Green, Hamilton, Pruett, Wood, and Winkler.

ADMINISTRATIVE REPORTS

City Manager Matt Sturgeon reported on the following items: Lunch with Leaders hosted by Chamber of Commerce, 3MG Water Tank, and the new Water Treatment Plant.

COMMENTS FROM MAYOR AND COUNCIL

Comments were heard from: Councilor Clifton, Councilor Elliott, Councilor Pruett, and Councilor Wood.

Meeting adjourned at 7:31 p.m.

Kristy Christensen
City Clerk

Randy Winkler
Mayor



To: Honorable Mayor and City Council

From: Kristy Christensen, City Clerk

Date: Thursday, January 12, 2017

Subject: Liquor License Renewal

The following business has filed a liquor license renewal application:

Business Name/Address

Gustavo A Casanova
dba El Kora Mexican Restaurant
160 E 26th St
Rifle, Co 81650

Type of License

Hotel & Restaurant

Nacho's Mexican Dining LLC
dba Nacho's Mexican Dining LLC
2000 Railroad Ave
Rifle, CO 81650

Hotel & Restaurant

These criteria have been met by Gustavo A Casanova., Nacho's Mexican Dining LLC:

- The application is complete.
- The fees have been paid.

I recommend approval of this renewal application.

**RETAIL LIQUOR OR 3.2 BEER
 LICENSE RENEWAL APPLICATION**

Fees Due	
Renewal Fee	\$500.00
Storage Permit \$100 x _____	_____
Optional Premise \$100 x _____	_____
Related Resort \$75 x _____	_____
Amount Due/Paid	

NACHO'S MEXICAN DINING LLC
 2000 RAILROAD AVE
 RIFLE CO 81650-3208

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

PLEASE VERIFY & UPDATE ALL INFORMATION BELOW

RETURN TO CITY OR COUNTY LICENSING AUTHORITY BY DUE DATE

Licensee Name NACHO'S MEXICAN DINING LLC		DBA NACHO'S MEXICAN DINING LLC		
Liquor License # 42914350000	License Type Hotel & Restaurant (city)	Sales Tax License # 42914350000	Expiration Date 03/17/2017	Due Date 01/31/2017
Operating Manager Jesica	Date of Birth	Home Address		
Manager Phone Number 970625-8999	Email Address alcramen@1999@hotmail.com			
Street Address 2000 RAILROAD AVE RIFLE CO 81650-3208				Phone Number 9706183879
Mailing Address 2000 RAILROAD AVE RIFLE CO 81650-3208				

- Do you have legal possession of the premises at the street address above? YES NO
 Is the premises owned or rented? Owned Rented* *If rented, expiration date of lease _____
- Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. YES NO
NOTE TO CORPORATION, LIMITED LIABILITY COMPANY AND PARTNERSHIP APPLICANTS: If you have added or deleted any officers, directors, managing members, general partners or persons with 10% or more interest in your business, you must complete and return immediately to your Local Licensing Authority, Form DR 8177: Corporation, Limited Liability Company or Partnership Report of Changes, along with all supporting documentation and fees.
- Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. YES NO
- Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation. YES NO
- Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. YES NO

AFFIRMATION & CONSENT

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.

Type or Print Name of Applicant/Authorized Agent of Business Jesica Mendora	Title Owner
Signature <i>[Signature]</i>	Date 1-4-17

REPORT & APPROVAL OF CITY OR COUNTY LICENSING AUTHORITY

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 12, Articles 46 and 47, C.R.S. THEREFORE THIS APPLICATION IS APPROVED.

Local Licensing Authority For	Date
Signature	Title
	Attest

Name of Establishment: Nachos Mexican Dining LLC

Employee Name	Trainer/Training Company Name	Date Certificate Expires
Jessica Mundy		2-22-17
Cecilia Hernandez		2-22-17

Information about untrained employees or employees with expired certificates:

Employee Name	Manager (yes or no)	Date Hired	Date That Training Will Occur

OATH OF APPLICANT

I declare under penalty of perjury in the second degree that this Verification of Responsible Serving/Selling of Alcohol Training is true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor or Beer Code and the Rifle Municipal Code which affect my license.


 Applicant

1-4-17
 Date

Attach additional sheets if necessary. Return this form with your Application.

**RETAIL LIQUOR OR 3.2 BEER
 LICENSE RENEWAL APPLICATION**

EL KORA MEXICAN RESTAURANT
 160 E 26TH ST
 RIFLE CO 81650

Fees Due	
Renewal Fee	\$500.00
Storage Permit \$100 x _____	_____
Optional Premise \$100 x _____	_____
Related Resort \$75 x _____	_____
Amount Due/Paid	

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

PLEASE VERIFY & UPDATE ALL INFORMATION BELOW

RETURN TO CITY OR COUNTY LICENSING AUTHORITY BY DUE DATE

Licensee Name GUSTAVO A CASANOVA		DBA EL KORA MEXICAN RESTAURANT		
Liquor License # 4703595	License Type Hotel & Restaurant (city)	Sales Tax License # 624205736	Expiration Date 01/11/2017	Due Date 11/27/2016
Operating Manager Gustavo casanova	Date of Birth	Home Address		
Manager Phone Number (970) 366-0777	Email Address GACZ70@gmail.com			
Street Address 160 E 26TH ST RIFLE CO 81650				Phone Number 9706250358
Mailing Address 160 E 26TH ST RIFLE CO 81650				

- Do you have legal possession of the premises at the street address above? YES NO
 Is the premises owned or rented? Owned Rented* *If rented, expiration date of lease 12/30/2017
69. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. YES NO
NOTE TO CORPORATION, LIMITED LIABILITY COMPANY AND PARTNERSHIP APPLICANTS: If you have added or deleted any officers, directors, managing members, general partners or persons with 10% or more interest in your business, you must complete and return immediately to your Local Licensing Authority, Form DR 8177: Corporation, Limited Liability Company or Partnership Report of Changes, along with all supporting documentation and fees.
- Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. YES NO
- Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation. YES NO
- Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. YES NO

AFFIRMATION & CONSENT

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.

Type or Print Name of Applicant/Authorized Agent of Business GUSTAVO A. CASANOVA	Title OWNER
Signature 	Date 11/03/16

REPORT & APPROVAL OF CITY OR COUNTY LICENSING AUTHORITY

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 12, Articles 46 and 47, C.R.S. THEREFORE THIS APPLICATION IS APPROVED.

Local Licensing Authority For	Date
Signature	Title
	Attest

Name of Establishment: EL KORA MEXICAN RESTAURANT

Employee Name	Trainer/Training Company Name	Date Certificate Expires
Angelica Burgara	Servsafe National Restaurant Association	01-15-19
Gustavo Casanova	Servsafe National Restaurant Association	01-15-19

Information about untrained employees or employees with expired certificates:

Employee Name	Manager (yes or no)	Date Hired	Date That Training Will Occur

OATH OF APPLICANT

I declare under penalty of perjury in the second degree that this Verification of Responsible Serving/Selling of Alcohol Training is true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor or Beer Code and the Rifle Municipal Code which affect my license.

GUSTAVO CASANOVA
Applicant

12-29-16
Date

Attach additional sheets if necessary. Return this form with your Application.

**CITY OF RIFLE, COLORADO
RESOLUTION NO. 3
SERIES OF 2017**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIFLE,
COLORADO, AUTHORIZING THE CITY MANAGER TO SUBMIT AN
ENERGY AND MINERAL IMPACT ASSISTANCE FUND GRANT
APPLICATION.

WHEREAS, the City of Rifle is requesting grant funding to design segments of the City's water transmission line for replacement with 24" PVC pipe for delivering water to the City's water treatment and storage facilities for final distribution to City residents; and

WHEREAS, the current water transmission line identified for replacement was built in the 1970's and is constructed of ductile iron pipe of various sizes in saturated soils making it susceptible to increased deterioration and failure. New segments of the water transmission line will provide more reliability in supplying water to the new water treatment plant and storage facilities for final distribution to City residents; and

WHEREAS, the City desires to apply for a grant from the Department of Local Affairs Energy and Mineral Impact Assistance Fund to design new segments of 24" transmission line and the City is willing to commit a local match.

NOW, THEREFORE, be it resolved by the City Council of the City of Rifle, Colorado, that:

1. The City incorporates the foregoing recitals as findings by the City Council.
2. The City Manager is hereby authorized to submit an Energy and Mineral Impact Assistance Fund Grant Application to design segments of the City's water transmission line to be replaced with 24" PVC water line as approved by City Council.

THIS RESOLUTION was read, passed, and adopted by the Rifle City Council at a regular meeting held this 18th day of January, 2017.

CITY OF RIFLE, COLORADO

By: _____
Mayor

ATTEST:

City Clerk



Memo

To: City Manager, Honorable Mayor and Council

From: Tom Whitmore, Parks & Recreation Director

Date: January 6, 2017

Re: Proposed Parks and Recreation Fee Changes

ACTION: Consider Proposed Parks and Recreation Fee Changes for 2017

BACKGROUND: The Parks and Recreation Department endeavors to keep current by regularly reviewing and adjusting park fees. PRAB has reviewed fees and added input and has approved the attached fee recommendations for your consideration.

Please refer to the attached resolution.

Thank you,
Tom



CITY OF RIFLE

202 RAILROAD AVENUE • P.O. BOX 1908 • RIFLE, CO 81650
WWW.RIFLECO.ORG

(970) 665-6480 • TWhitmore@RifleCo.org

**CITY OF RIFLE, COLORADO
RESOLUTION NO. 4
SERIES OF 2017**

A RESOLUTION OF THE CITY OF RIFLE, COLORADO AMENDING THE
FEE SCHEDULE FOR PARKS AND RECREATION PURSUANT TO
SECTION 11-6-70 OF THE RIFLE MUNICIPAL CODE

WHEREAS, by Ordinance No. 43, Series of 2006, the Rifle City Council adopted a revised Section 11-6-70 of the Rifle Municipal Code (“RMC”), which states that the City may assess fees or user charges for the use of any public park or public recreation facility, the amount of which fees shall be as established by resolution of the City Council and may be amended from time to time by resolution; and

WHEREAS, accordingly, the City of Rifle Parks and Recreation Department wishes to amend the Parks and Recreation Fee Schedule to reflect the current costs of operating and maintaining certain parks and recreation facilities and programs; and

WHEREAS, the Parks and Recreation Advisory Board reviewed the proposed Parks and Recreation Fee Schedule amendments at its November 14, 2016 meeting and recommends that the City Council adopt them; and

WHEREAS, the City Council has reviewed the proposed Parks and Recreation Fee Schedule amendments attached hereto as Exhibit A and desires to adopt said Amendments pursuant to RMC Section 11-6-70.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RIFLE, COLORADO, THAT:

1. The City incorporates the foregoing recitals as findings by the City Council.
2. The Parks and Recreation Fee Schedule amendments attached hereto as Exhibit A and incorporated herein by this reference are hereby adopted by the City effective January 1, 2017, unless otherwise noted.

THIS RESOLUTION was read, passed, and adopted by the Rifle City Council at a regular meeting held this 18th day of January, 2017.

CITY OF RIFLE, COLORADO

By: _____
Mayor

ATTEST:

City Clerk

EXHIBIT A

Parks and Recreation Fee Amendments:

	2016 Fee (\$)	2017 Fee (\$)	Comments
Sunlight Sports Bus	15	20	(A)
Sr. Blackhawk Trip	26	40	9 riders minimum (A)
Sr. Leadville Train Trip	2	3	9 riders minimum (A)
RMP Annual Pass	10	15	Resident (C)
RMP Annual Pass	20	30	Garfield Cnty Resident (C)
RMP Annual Pass	40	50	Non- Resident (C)
RMP 2 nd Vehicle Pass	5	10	Resident (C)
RMP 2 nd Vehicle Pass	10	15	Garfield Cnty Resident (C)
RMP 2 nd Vehicle Pass	20	25	Non-Resident (C)
RMP Group Area	25/100	60/100	Rental/Deposit (C)
RMP Community House			
Rifle residents/bus	20/35/150	45/80/200	S-Th/F-Sa/Deposit (C)
Service & Com Grp	20/35/150	45/80/200	S-Th/F-Sa/Deposit (C)
Non-resident	30/60/150	55/110/200	S-Th/F-Sa/Deposit (C)
Field Fees			
Cooper Field	75	90	Per game (B)
Roan Field	20/50	25/65	Per hr/per game (B)
Picnic Shelters Rental	10 per reservation	10 per hour	(B)
Deerfield Grotto Rental	10 per reservation	10 per hour	(B)

- A: Program Fees
- B: Field Fees
- C: Rifle Mountain Park

All other Park and Recreation Fees remain unchanged

DEPARTMENT OF PLANNING & DEVELOPMENT

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6490 Fax: 970-625-6268



MEMORANDUM

TO: Honorable Mayor and City Council
FROM: Cathleen Anthony, GRIT Assistant
DATE: January 9, 2017
SUBJECT: Memorandum of Understanding with DOLA regarding the Main Street Program

REQUEST

Rifle is a participant in the Colorado Main Street Program, which is run out of the Department of Local Affairs (DOLA). To be in the Main Street Program, DOLA requires that each participant agrees to a Memorandum of Understanding (MOU) that lays out the expectations and requirements of each party. The expectations of the City of Rifle are not difficult to meet. They mostly involve communicating with DOLA and putting effort into participating in the program. The City's AmeriCorps Volunteer, currently Cathleen Anthony, carries out most of the work required by the MOU. The City has entered into similar MOUs for the past three years and has had no issues with meeting our obligations.

Staff believes that Rifle's participation in the Main Street program is beneficial to the community. As we have discussed with Council, the Main Street Program is the basis of the GRIT structure that is bringing together community organizations into an economic development roundtable.

Staff recommends approval of the attached Memorandum of Understanding.

Please let me know if you have any questions or comments.

Memorandum of Understanding for Participation in the Colorado Department of
Local Affairs' Colorado Main Street Program

This Agreement is entered into and executed by the Colorado Department of Local Affairs (DOLA), Greater Rifle Improvement Team (G.R.I.T) (Local Program), and the City of Rifle (Community).

I. Agreement

Whereas, this Agreement is for the purpose of said Community to participate in the Colorado Main Street Program;

Whereas, DOLA administers the Colorado Main Street Program; and

In consideration of the foregoing and of the mutual promises set forth herein, and intending to be legally bound, the parties hereto agree to the following specifics regarding the Colorado Main Street Program:

A. The Colorado Main Street Program agrees to:

1. Assist communities in understanding and following the National Main Street Approach.
2. Provide the Local Program with the necessary information to correctly promote the Colorado Main Street Program and the Main Street AmericaTM Program.
3. Provide training opportunities, including but not limited to quarterly training, Spring Training and Main Street Summit.
4. Advise the Local Program of additional training opportunities.
5. Conduct an annual visit to discuss the current community work plan, future work plan, this Agreement, and the requirements and prerequisites of the tiered program
6. Review annually the Main Street AmericaTM Program accreditation criteria self-evaluation form.
7. Offer Resource Team Visits and Underperforming Community Assessments to Local Programs when needed.
8. Offer and administer scholarships annually based upon available funding each state fiscal year. DOLA will advise the Local Program on procedures and policies.
9. Offer and administer non-competitive mini-grants to the Local Program annually based upon available funding each state fiscal year. The item must be listed on the Local Program's work plan that is submitted to DOLA/Colorado Main Street. DOLA will advise the Local Program on procedures and policies.
10. Offer and administer funding to hire consultants to complete community identified work plan projects based on available funding.

Memorandum of Understanding for Participation in the Colorado Department of
Local Affairs' Main Street Program

11. Act as liaison and facilitate communications between the Local Program, DOLA/Colorado Main Street Program, other Main Street communities, state agencies, partners, and the Main Street America™ Program, as they relate to the Local Program.
12. Provide technical assistance to the Local Program as requested and as resources are available. Requested services must be related to the Local Program's work plan.
13. Offer preservation architectural services as available through a State Historical Fund Grant awarded to DOLA/Colorado Main Street.

B. Local Program agrees to the following requirements as described in the Program Prerequisites and Requirements section of the Colorado Main Street Program Manual:

1. Maintain a steering committee or board of directors.
2. Maintain a multi-year strategic plan incorporating the community's vision and the Main Street Four Points.
3. Maintain a point of contact for communications.
4. Maintain and continually improve community awareness of the Local Program and gain support from the private and public sectors.
5. Establish support and participation of the local government.
6. Attend two out of four quarterly Main Street trainings annually as provided by DOLA. These can be attended by Local Program managers, staff, board members and/or volunteers.
7. Attend the Main Street Summit annually as provided by DOLA. This should be attended by the Main Street Manager or local point of contact.
8. Attend two additional trainings annually. These can be attended by Local Program managers, staff, board member and/or volunteers.
9. Attend Spring Training as a first year Candidate community and send any new staff, board members and/or volunteers as desired in subsequent years.
10. Host an annual visit as provided by DOLA.
11. Maintain compliance with this Agreement.
12. Demonstrate a strong historic preservation ethic.
13. Submit quarterly reports and reinvestment statistics on or before deadlines listed in Colorado Main Street Program Manual.
14. Submit an annual work plan that is coordinated with your local municipality on or before the deadline listed in Colorado Main Street

Memorandum of Understanding for Participation in the Colorado Department of
Local Affairs' Colorado Main Street Program

Program Manual. Identify and work toward 1-3 Transformation Strategies annually.

15. Follow the National Main Street Approach® as recommended by the Main Street America™ Program and the Colorado Main Street Program.
16. Present at least once annually a “State of Main Street” report to the local elected body and submit a copy of the meeting minutes and/or report to DOLA.
17. Apply for mini-grant funds on or before the deadline listed in the Colorado Main Street Program Manual.
18. Assist in local arrangements during on-site visits to the community.
19. Agree to positively promote the Colorado Main Street Program as an official Colorado Main Street Community and properly use the name, trademark and logo. Agree to use the Colorado Main Street logo on all DOLA sponsored Main Street trainings, websites, reports and other materials.
20. Sign and submit the applicable Trademark Sublicense Agreement as provided by DOLA if the Local Programs is a Designated Members at the Accredited or Affiliate level of the Main Street America™ Program.
21. Work on at least one of the prerequisites to become a Designated community each calendar year.

C. Community (Local Unit of Government) agrees to:

1. Maintain an ongoing and supportive relationship with the Local Program.
2. Work with DOLA/Colorado Main Street and the Local Program to resolve any issues.
3. Act as the fiscal agent for all contracts or purchase orders from DOLA on behalf of the Local Program.

Memorandum of Understanding for Participation in the Colorado Department of
Local Affairs' Main Street Program

II. Term and Other Conditions

- A. The term of this Agreement shall begin on January 1, 2017 and remain in place until the community moves tiers or DOLA changes Colorado Main Street Program requirements.
- B. This Agreement may be amended only with the approval of the DOLA Main Street Coordinator, the President of the Board for the Local Program and the Mayor of the Community.
- C. Notwithstanding any other provisions of this Agreement, if funds anticipated for continued fulfillment, at the time of the Agreement are, at any time, not forthcoming or insufficient, then DOLA shall have the right to amend or terminate this Agreement without penalty by giving the community not less than sixty (60) days written notice.
- D. If the Local Program or Community fails to fulfill its obligations under this Agreement in a timely and proper manner, or if the community violates any terms of this Agreement, DOLA shall have the right to terminate this Agreement and withhold further services by giving the community not less than sixty (60) days written notice.
- E. The Colorado Main Street Program Manual is a reference document for this MOU. In the event of a conflict between the MOU and the Colorado Main Street Program Manual, the MOU will take precedence.

III. Representations and Warranties

All parties to this agreement represent and warrant (i) that they have no obligations, legal or otherwise, inconsistent with the terms of this Agreement, (ii) that the performance of the services called for by this Agreement does not and will not violate any applicable law, rule or regulation or any proprietary or other right of any third party, (iii) that the parties will not use in the performance of responsibilities under this Agreement any confidential information or trade secrets of any other person or entity and (iv) that neither party has entered into nor will enter into any agreement (whether oral or written) in conflict with this Agreement.

IV. Entire Agreement and Notice

This Agreement contains the entire understanding of the parties and may not be amended without the specific written consent of all parties. Any notice given under this Agreement will be sufficient if it is in writing and if sent by certified or registered mail.

Memorandum of Understanding for Participation in the Colorado Department of
Local Affairs' Colorado Main Street Program

V. Compliance with Law

In connection with his/her services rendered hereunder, all parties agree to abide by all federal, state, and local laws, ordinances and regulations.

VI. Governing Law

This Agreement will be construed in accordance with, and all actions arising hereunder will be governed by, the laws of the State of Colorado.

BY: _____
Mayor's Signature Date

Print Name Community Name

BY: _____
Local Program President/Board Chairperson's Signature Date

Print Name Local Program Name

BY: _____
DOLA Representative Date

Print Name DOLA