

OAK CREEK BOARD OF TRUSTEES
OCTOBER 10, 2024
REGULAR BOARD MEETING
AGENDA
6:00 P.M.

October 7, 2024
STATE OF COLORADO
COUNTY OF ROUTT

To the Board of Trustees of the Town of Oak Creek and to all Other Persons to whom it may concern:

Notice is hereby given that a **Regular Meeting** of the Board of Trustees, Town of Oak Creek, Routt County, Colorado, will be held on Thursday, October 10, 2024 beginning at 6:00 p.m. in the Hearing Room, Town of Oak Creek Offices, 129 Nancy Crawford Blvd., Oak Creek, Colorado. The Board of Trustees will be attending either in person or via web-based meeting through Zoom (zoom.us). **Agenda is subject to change up to 24 hours before scheduled hearings.** The public is invited to attend/participate via Zoom or Facebook Live. The Facebook Live event will be broadcast through the Town of Oak Creek's Facebook page.

Join Zoom Meeting

<https://us02web.zoom.us/j/81449378638>

Meeting ID: 814 4937 8638

One tap mobile (for call in meeting): +1-669-900-6833

1. CALL TO ORDER (5 Minutes):

- A. Roll Call
- B. Pledge of Allegiance

2. AUDIENCE PARTICIPATION (5 Minutes):

(This section of the agenda is set aside for questions or comments by the public, regarding issues other than agenda items. Please limit comments to three minutes. The Board of Trustees will take comments under consideration but will not make any decision or take any action at this time. Anyone who would like to address the Board of Trustees concerning any agenda item will be given the opportunity to speak for three minutes at the scheduled time for that item.)

3. CONSENT AGENDA (5 Minutes):

- A. Approval of July 25, 2024 and September 12, 2024 Regular Meeting Minutes
- B. Approval of August 2024 Financial Statements
- C. Approval of accounts payable, manual warrants and payroll for September, 2024
- D. Renewal of the retail liquor license for Spiro's Liquor, Inc. located at 109 W Main Street

4. 215 BELL AVENUE – LAND USE CHANGE OF MINOR IMPACT – EMILIE BUSCAJ & SHANNON OLIVER (10 Minutes)

Public Hearing, review and consideration of Planning Commission's recommendation on an application for a Land Use Change of Minor Impact for the construction of a 550 sq. ft. home addition to an existing 744 sq. ft. structure closer to the lot line than allowed by the front setback requirements for residential use(s) in Performance District 2.

5. OAKTOBERFEST REVOCABLE PERMIT – CLAIRE SCANLON, MICA GARDENSCAPES – 101 E MAIN (10 Minutes)

Consideration for approval and authorization to sign a Revocable Permit authorizing Claire Scanlon, Mica Gardenscapes, to close a N Sharp Street, between Main Street and the alley, to hold Oaktobefest activities on Saturday, October 19, 2024

6. TEXTER MOUNTAIN CONSTRUCTION – REVOCABLE PERMIT – LIBRARY BUILDING (5 Minutes)

Ratification of approval and signing of a Revocable Permit for Texter Mountain Construction as contractor for the South Routt Library District for use of Town Property adjacent to 117 W Main Street to complete a siding, window and door project

7. RESOLUTION 2024-010 - SOUTH ROUTT LIBRARY DISTRICT BOARD APPOINTMENT – BITSY GRIFFIN SNYDER (5 Minutes)

Consideration for approval and authorization to sign Resolution 2024-010, A Resolution Appointing Members to the South Routt Library District Board of Trustees by the Town of Oak Creek – Bitsy Griffin Snyder

8. BUDGET PRESENTATION (15 Minutes)

Presentation of proposed 2025 Budget

9. STAFF & BOARD MEMBER REPORTS

10. EXECUTIVE SESSION (30 Minutes)

For discussion of a personnel matter under C.R.S. Section 24-6-402(2)(f) regarding the Town Administrator/Clerk position and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees.

11. ADJOURNMENT

Notice: Three or more members of the Town Board may be meeting informally at The Oak Creek Tavern or Franciosi Brothers following the scheduled Board Meeting. Members of the public are welcomed.

Please Note: All programs, services and activities of the Town of Oak Creek are operated in compliance with the Americans with Disabilities Act. If you need a special accommodation as a result of a disability, please call our office at (970) 736-2422 or TDD access through RelayColorado by dialing 7-1-1 to coordinate your needs. Please notify us of your request as soon as possible to allow us time to meet your request. This institution is an equal opportunity provider and employer.



COMMUNICATION FORM

DATE: October 10, 2024
ITEM: Consent Agenda
ATTACHED: July 25, 2024 and September 12, 2024 Regular Meeting Minutes
Financials, August 2024
Payment Approval Report, September 2024
Payroll Check Register, September 2024
Spiro's Liquor License

BOARD ACTION: X ACTION ITEM
 DIRECTION REQUESTED
 INFORMATION

REQUEST OR ISSUE: The Consent Agenda is used for the approval of routine agenda items, or items that have been reviewed at previous board meetings. The following items have been identified as routine and placed on the Consent Agenda:

- A. Approval of the July 25, 2024 and September 12, 2024 Regular Meeting Minutes
- B. Approval of August 2024 Financial Statements
- C. Approval of accounts payable, manual warrants and payroll for September, 2024
- D. Approval of renewal of Liquor License for Spiro's Liquors Inc. at 109 West Main Street

RECOMMENDED ACTION: That the Board approves the Consent Agenda as presented.

BACKGROUND INFORMATION: The Board has established a process to streamline certain types of items to allow sufficient time for discussion of topics or issues. Items that are routine or have been reviewed at previous board meetings can be placed on a consent agenda and approved with a single motion. Board members can request the removal of an item or items from the consent agenda for further discussion.

FISCAL IMPACTS: As identified in accompanying materials.

LEGAL ISSUES: Approval of these items will comply with the legal requirements for the same.

CONFLICTS OR ISSUES: None known.

SUMMARY AND ALTERNATIVES: See above.

**TOWN OF OAK CREEK
TOWN BOARD MEETING
JULY 25, 2024
MINUTES**

CALL TO ORDER:

Mayor Dobbins called the regular meeting of the Oak Creek Board of Trustees to order at 6:00 p.m., Thursday, July 25, 2024.

Town officials present at roll call were: Mayor Dobbins, Mayor Pro-Tem Gagne and Trustees: Kelly McElfish, Sascha Stanger, Christopher Hedberg, Julie D. Gregory and Erika Pastor.

Others present: Jennifer Hewes, Town Treasurer; Mary Alice Page-Allen; Sandy Wisecup; Doug Sherar, Routt County Sheriff; Mark Collins, KRW Associates; Eileen Rossi.

Those present recited the Pledge of Allegiance.

AUDIENCE PARTICIPATION:

None

EN RE: THE CONSENT AGENDA

Motion

Trustee McElfish made a motion to approve the Consent Agenda, specifically approval of the renewal of the Retail Marijuana License for Village Retail LLC dba Blue Heron Dispensary located at 100 W Main Street, Oak Creek, and approval of accounts payable, manual warrants and payroll for June, 2024. Trustee Stanger seconded the motion; passed unanimously.

EN RE: PUBLIC HEARING – ORDINANCE 669 – TRAILER, TENT AS DWELLING UNITS

Mayor Dobbins opened the Public Hearing for comments from those in attendance. Sandy Wisecup stated she was in attendance to listen to the discussion, noting that her son, Jay, uses a trailer for temporary housing. There were no additional public comments.

The Board reviewed the packet information, and Mayor Dobbins noted that this is the culmination of several on-going discussions and future concerns will be handled as code enforcement issues.

Motion

Trustee McElfish made a motion to approve and authorize the signing of Ordinance 669, An Ordinance Amending Chapter 8.15.030 Using a Trailer, Tent as a Dwelling Unit of the Oak Creek Municipal Code. Trustee Stanger seconded the motion; motion passed unanimously.

EN RE: EXECUTIVE SESSION

Motion

Mayor Dobbins made a motion to enter into Executive Session for the discussion of a personnel matter under CRS Section 24-6-402(2)(f) regarding the Interim Town Administrator/Clerk position and not involving any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees. Mayor Pro-Tem Gagne seconded the motion; passed unanimously.

Mayor Dobbins re-opened the Regular Meeting of the Town Board, stating that the Executive Session has been concluded. In addition to the members of the Board of Trustees, Mark Collins, KRW Associates; Doug Sherar, Routt County Sheriff; and Eileen Rossi, Oak Creek Police Department; Jennifer Hewes, Oak Creek Treasurer; participated in the Executive Session.

Mayor Dobbins asked that for the record, if any person who participated in the Executive Session believes that any substantial discussion of any matters not included in the motion to go into the Executive Session occurred during the Executive Session in violation of the Open Meetings Law, that your concerns be stated for the record. There were no concerns stated.

EN RE: PROFESSIONAL SERVICES AGREEMENT – PAGE-ALLEN ASSOCIATES

LLC

Motion

Mayor Pro-Tem Gagne made a motion to approve and authorize the signing of a Professional Services Agreement by and between Page-Allen Associates LLC and the Town of Oak Creek to provide Administrative Services rendered to date and expiring July 25, 2024. Trustee Stanger seconded the motion; passed unanimously.

EN RE: RESOLUTION 2024-008 – APPOINTMENT OF INTERIM TOWN ADMINISTRATOR/CLERK

Mayor Pro-Tem Gagne made a motion to approve and authorize the signing of Resolution 2024-008, A Resolution Appointing Mary Alice Page-Allen as the Interim Town Administrator/Clerk. Trustee McElfish seconded the motion; passed unanimously.

It was noted that the appointment of Ms. Page-Allen would be managed in much the same manner as was done for the previous Interim Town Administrator/Clerk appointment and Bob Weiss, Town Attorney, would be consulted to assist with finalizing the terms and conditions.

EN RE: OAK CREEK COMPREHENSIVE PLAN UPDATE – ENERGY IMPACT ASSISTANCE FUND (EIAF) APPLICATION

Mary Alice referred to the information included in the Communication Form, noting that the 2015 Oak Creek Comprehensive Plan has been identified as being out of date. She added

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that with the completion of the South Routt Housing Needs Assessment and the pending Stagecoach development proposals there are also matters that need a robust community discussion to assist in setting priorities on infrastructure needs, economic development guidelines and housing growth patterns. She is requesting approval from the Board to submit a \$100,000 EIAF application to undertake the Comprehensive Plan Update.

Mayor Pro-Tem Gagne stated that the Comprehensive Plan is a very important undertaking and provides a broad-based forum for Board members to understand what is needed within the community.

Motion

Trustee Hedberg made a motion to approve the submittal of an EIAF Tier I Funding Application to the State of Colorado, Department of Local Affairs, in the amount of \$100,000 for the Town of Oak Creek Comprehensive Plan Update.

EN RE: STAFF AND BOARD MEMBER REPORTS

Mary Alice requested direction from the Board on future agenda matters and some other outstanding matters.

EN RE: ADJOURNMENT

Trustee Hedberg made a motion to adjourn the meeting. Trustee Stanger seconded the motion; passed unanimously.

No further business coming before the Board, same adjourned sine die at 8:40 p.m.

Attest:

Mary Alice Page-Allen
Interim Town Administrator/Clerk

Melissa Dobbins, Mayor

Date:

**TOWN OF OAK CREEK
TOWN BOARD MEETING
SEPTEMBER 12, 2024
MINUTES**

CALL TO ORDER:

Mayor Dobbins called the regular meeting of the Oak Creek Board of Trustees to order at 6:00 p.m., Thursday, September 12, 2024.

Town Officials present at roll call were: Mayor Dobbins, and Trustees: Sascha Stanger, Christopher Hedberg, Julie D. Gregory and Erika Pastor. Mayor Pro-Tem Gagne and Trustee Kelly McElfish were excused.

Others present: Mary Alice Page-Allen, Interim Town Administrator/Clerk; Jennifer Hewes, Oak Creek Treasurer; Alissa Hill, Oak Creek Recreation; John Bristol and Keith Hensley, Routt County Economic Development Partnership; Eileen Rossi, Oak Creek Police Department; Doug Scherar, Routt County Sheriff.

Those present recited the Pledge of Allegiance.

AUDIENCE PARTICIPATION:

None

EN RE: THE CONSENT AGENDA

Trustee Stanger made a motion to approve the Consent Agenda specifically the August 22, 2024 Regular Meeting Minutes; the July 2024 Financial Statements; and the August 2024 accounts payable, manual warrants and payroll. Trustee Gregory seconded the motion; passed unanimously.

EN RE: ROUTT COUNTY SHERIFF'S DEPARTMENT – DOUG SCHERAR

Routt County Sheriff Doug Scherar provided an overview of the two agreements provided to the Town. He stated that the Reimbursement Agreement covers assistance by off-duty personnel at hourly rates and was put in place prior to the Labor Day Weekend festivities, and the Intergovernmental Agreement (IGA) covers assistance by the Sheriff's Office personnel for emergent and patrol services. He affirmed that the Sheriff's Office is unable to assist with civil matters or violations of Town ordinances. Sheriff Scherar clarified that while both documents indicated December 31, 2024 as the end of the agreements' terms it may be necessary to extend such.

Motion

Trustee Hedberg made a motion to ratify the approval and signing of the Reimbursement Agreement by and between the Town of Oak Creek and the Routt County Sheriff's Department for the term of August 30, 2024 through December 31, 2024. Trustee Stanger seconded the motion. Motion passed unanimously.

Motion

Trustee Gregory made a motion to approve and authorize the signing of an Intergovernmental Agreement for the Provision of Short-Term Basic Law Enforcement Services by and between the Town of Oak Creek and Routt County. Trustee Pastor seconded the motion. Motion passed unanimously.

EN RE: CLIMATE ACTION PLAN COLLABORATIVE BOARD MEMBER APPOINTMENT

Mayor Dobbins provided background on the Collaborative Board and Mr. Milius' background.

Motion

Trustee Pastor made a motion to approve the appointment of Jeff Milius to the Routt County Climate Action Plan Collaborative Board effective August 1, 2024. Trustee Gregory seconded the motion. Motion passed unanimously.

EN RE: SOUTH ROUTT HOUSING NEEDS ASSESSMENT – AYRES ASSOCIATES INC. – CONTRACT EXTENSION

Mary Alice noted that the original contract term expires on September 17, 2024 adding that it was her understanding that work would be concluded by year's end. She requested that the Board authorize a contract extension to December 31, 2024.

Motion

Trustee Gregory made a motion to approve and agree to extend the Period of Services under the Agreement for Professional Services between the Town of Oak Creek and Ayres Associates Inc. for the South Routt Housing Needs Assessment through December 31, 2024. Trustee Pastor seconded the motion. Motion passed unanimously.

EN RE: BUDGET WORK SESSION

A budget work session was held on the 2025 Budget.

EN RE: ADJOURNMENT

Trustee Gregory made a motion to adjourn the meeting. Trustee Stanger seconded the motion. Motion passed unanimously.

No further business coming before the Board, same adjourned sine die at 7:47 p.m.

Attest:

Mary Alice Page-Allen
Interim Town Administrator/Clerk

Melissa Dobbins, Mayor
Date: _____, 2024

TOWN OF OAK CREEK
COMBINED CASH INVESTMENT
AUGUST 31, 2024

CASH ALLOCATION RECONCILIATION

10 ALLOCATION TO GENERAL FUND	(3,092,625.79)
20 ALLOCATION TO ELECTRIC	1,826,051.84
30 ALLOCATION TO WATER	671,597.77
40 ALLOCATION TO SEWER	577,527.46
50 ALLOCATION TO TRASH	17,448.72
	<hr/>
TOTAL ALLOCATIONS BETWEEN FUNDS	.00
	<hr/>
ZERO PROOF SHOWS ALLOCATIONS BALANCE	.00
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TOWN OF OAK CREEK
BALANCE SHEET
AUGUST 31, 2024

GENERAL FUND

ASSETS

10-00-1001	CASH ALLOCATED TO OTHER FUNDS	(3,092,625.79)	
10-00-1010	PETTY CASH	250.00	
10-00-1015	CASH DRAWER	250.00	
10-00-1020	CASH IN REGULAR CHECKING	308,507.19	
10-00-1021	CASH - XPRESS DEPOSIT ACCOUNT	30,524.68	
10-00-1025	INVESTOR 1ST CHOICE ASSET	142,618.25	
10-00-1030	COLOTRUST	3,826,567.84	
10-00-1035	CONSERVATION TRUST FUND	5,927.30	
10-00-1060	CASH WITH COUNTY DIRECTOR	63.44	
10-00-1350	ACCUMULATED DEPRECIATION	(1,580,851.56)	
10-00-1500	ACCOUNTS RECEIVABLE	92,548.09	
10-00-1510	PROPERTY TAX RECEIVABLE	1,000.65	
10-00-1600	LAND	665,604.59	
10-00-1625	BUILDINGS	1,613,208.87	
10-00-1650	EQUIPMENT	813,723.24	
10-00-1900	INVESTMENT IN FIXED ASSETS	(1,511,685.14)	
	TOTAL ASSETS		<u><u>1,315,631.65</u></u>

LIABILITIES AND EQUITY

LIABILITIES

10-00-2190	FED W/H	2,212.91	
10-00-2191	FICA	3,903.46	
10-00-2192	COLORADO WITHHOLDING	3,224.00	
10-00-2193	EMPLOYEE BENEFIT SHARE PAYABLE	(2,442.73)	
10-00-2194	SUTA PAYABLE	394.91	
10-00-2195	DEFERRED COMPENSATION	3,664.88	
10-00-2197	AFLAC/VISION PLAN PAYABLE	141.18	
10-00-2199	POLICE PENSION PAYABLE	72.06	
10-00-2201	DEF REV-PROPERTY TAXES	1,000.65	
10-00-2205	PAYROLL PAYABLE	25,985.43	
10-00-2252	DEF REV-GRANT	26,000.00	
10-00-2350	TENT MONEY	1,160.00	
	TOTAL LIABILITIES		65,316.75

FUND EQUITY

RESTRICTED

10-00-2610	PARKS AND RECREATION	100.00	
10-00-2620	TABOR RESERVE	28,800.00	
10-00-2625	PARKING FEE IN LIEU	7,969.80	
10-00-2630	COAL QUEEN - OCLD FUNDS	5,500.00	
	TOTAL RESTRICTED		42,369.80

TOWN OF OAK CREEK
BALANCE SHEET
AUGUST 31, 2024

GENERAL FUND

COMMITTED			
10-00-2710	OPERATING RESERVE	193,573.00	
10-00-2720	CAPITAL RESERVE - PARKS	21.00	
10-00-2721	CAPITAL RESERVE - POLICE	11,055.00	
10-00-2722	CAPITAL RESERVE - PW	6,732.00	
10-00-2723	CAPITAL RESERVE - STREETS	26,000.00	
		237,381.00	
TOTAL COMMITTED			237,381.00
ASSIGNED			
10-00-2830	DESIGNATED CAPITAL PROJECTS	27,104.00	
		27,104.00	
TOTAL ASSIGNED			27,104.00
UNASSIGNED FUND BALANCE:			
10-00-2999	FUND BALANCE	855,317.75	
	REVENUE OVER EXPENDITURES - YTD	88,142.35	
		943,460.10	
BALANCE - CURRENT DATE			943,460.10
TOTAL FUND EQUITY			1,250,314.90
TOTAL LIABILITIES AND EQUITY			1,315,631.65

TOWN OF OAK CREEK
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>GENERAL REVENUE</u>					
10-01-3110	2,814.25	114,133.33	118,382.00	4,248.67	96.4
10-01-3115	.00	.00	14,224.00	14,224.00	.0
10-01-3120	630.51	4,804.97	6,760.00	1,955.03	71.1
10-01-3132	34,014.21	231,411.33	357,273.00	125,861.67	64.8
10-01-3142	.00	476.97	850.00	373.03	56.1
10-01-3180	.00	1,302.90	3,135.00	1,832.10	41.6
10-01-3190	74.54	118.61	850.00	731.39	14.0
10-01-3211	72.50	1,001.25	1,600.00	598.75	62.6
10-01-3227	.00	129.00	200.00	71.00	64.5
10-01-3228	.00	24,084.00	48,000.00	23,916.00	50.2
10-01-3323	2,450.11	2,450.11	1,300.00	(1,150.11)	188.5
10-01-3351	481.39	2,564.71	4,335.00	1,770.29	59.2
10-01-3359	14,342.87	14,342.87	15,179.00	836.13	94.5
10-01-3410	.00	42,792.87	73,780.00	30,987.13	58.0
10-01-3411	.00	.00	23,532.00	23,532.00	.0
10-01-3412	.00	9,509.10	19,018.00	9,508.90	50.0
10-01-3611	17,468.75	138,914.94	115,000.00	(23,914.94)	120.8
10-01-3683	13.46	514.38	1,500.00	985.62	34.3
10-01-3694	19,229.17	61,521.17	180,000.00	118,478.83	34.2
10-01-3725	450.00	8,777.71	17,000.00	8,222.29	51.6
10-01-3800	448.50	2,792.50	3,000.00	207.50	93.1
	<u>92,490.26</u>	<u>661,642.72</u>	<u>1,004,918.00</u>	<u>343,275.28</u>	<u>65.8</u>
<u>REC PROGRAM AND SPECIAL EVENTS</u>					
10-02-3683	13.34	134.77	500.00	365.23	27.0
10-02-3694	7,250.00	39,225.00	61,200.00	21,975.00	64.1
10-02-3800	.00	11,643.01	21,204.00	9,560.99	54.9
10-02-3803	1,400.00	56,026.50	54,775.00	(1,251.50)	102.3
10-02-3808	510.00	2,994.00	3,375.00	381.00	88.7
	<u>9,173.34</u>	<u>110,023.28</u>	<u>141,054.00</u>	<u>31,030.72</u>	<u>78.0</u>
<u>PARKS AND OPEN SPACE REVENUE</u>					
10-03-3358	.00	5,827.30	10,500.00	4,672.70	55.5
	<u>.00</u>	<u>5,827.30</u>	<u>10,500.00</u>	<u>4,672.70</u>	<u>55.5</u>

TOWN OF OAK CREEK
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>POLICE REVENUE</u>					
10-07-3520	COMBINED COURT INCOME	.00	275.00	300.00	25.00 91.7
10-07-3684	MISCELLANEOUS-POLICE	.00	450.00	400.00 (50.00)	112.5
10-07-3694	GRANT/DONATION - MISC	.00	.00	500.00	500.00 .0
10-07-3696	GRANT INCOME-COMMUNITY SUPPORT	.00	370.46	200.00 (170.46)	185.2
10-07-3698	GRANT INCOME - POST	.00	809.43	2,000.00	1,190.57 40.5
	TOTAL POLICE REVENUE	.00	1,904.89	3,400.00	1,495.11 56.0
<u>STREETS REVENUE</u>					
10-08-3131	1% SALES TAX	17,004.54	115,688.22	178,636.00	62,947.78 64.8
10-08-3352	HIGHWAY USE TAX	3,036.75	23,578.10	31,000.00	7,421.90 76.1
	TOTAL STREETS REVENUE	20,041.29	139,266.32	209,636.00	70,369.68 66.4
<u>JUDICIAL REVENUE</u>					
10-09-3511	TRAFFIC FINES	.00	.00	50.00	50.00 .0
10-09-3513	OTHER FINES	.00	160.00	300.00	140.00 53.3
10-09-3517	COURT COSTS	.00	630.00	60.00 (570.00)	1050.0
	TOTAL JUDICIAL REVENUE	.00	790.00	410.00 (380.00)	192.7
	TOTAL FUND REVENUE	121,704.89	919,454.51	1,369,918.00	450,463.49 67.1

TOWN OF OAK CREEK
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL EXPENDITURES</u>					
10-11-4111 SALARIES	6,252.33	57,548.75	99,990.00	42,441.25	57.6
10-11-4142 WORKMEN'S COMPENSATION	233.96	1,712.77	1,373.00	(339.77)	124.8
10-11-4143 INSURANCE- LIFE AND HEALTH	462.78	9,115.69	15,551.00	6,435.31	58.6
10-11-4150 EMPLOYER TAX EXPENSE	496.03	4,638.45	7,497.00	2,858.55	61.9
10-11-4160 EMPLOYER PENSION CONTRIBUTION	186.72	3,043.35	5,999.00	2,955.65	50.7
10-11-4192 BANK FEES	1,190.37	9,046.48	12,000.00	2,953.52	75.4
10-11-4193 TREASURER'S FEES	57.77	2,285.05	3,150.00	864.95	72.5
10-11-4194 CONTRACT LABOR	1,452.50	1,452.50	1,000.00	(452.50)	145.3
10-11-4195 TRUSTEE EXPENSE	.00	590.00	.00	(590.00)	.0
10-11-4210 SUPPLIES	125.02	3,805.85	7,000.00	3,194.15	54.4
10-11-4226 EQUIPMENT RENTAL	.00	300.00	600.00	300.00	50.0
10-11-4233 EQUIPMENT MAINTENANCE	.00	1,040.00	1,800.00	760.00	57.8
10-11-4234 BUILDING REPAIRS	.00	.00	500.00	500.00	.0
10-11-4235 UTILITIES	.00	1,190.99	7,000.00	5,809.01	17.0
10-11-4311 PUBLICATIONS- LEGAL	.00	613.16	600.00	(13.16)	102.2
10-11-4315 LICENSING FEES	.00	158.00	500.00	342.00	31.6
10-11-4334 ASSOCIATION DUES	.00	6,083.77	6,750.00	666.23	90.1
10-11-4335 ADVERTISING & PROMOTIONS	.00	.00	500.00	500.00	.0
10-11-4345 TELEPHONE	643.31	5,468.70	7,760.00	2,291.30	70.5
10-11-4347 POSTAGE	.00	3,068.00	4,500.00	1,432.00	68.2
10-11-4352 LEGAL FEES	1,014.00	2,184.00	2,500.00	316.00	87.4
10-11-4354 AUDIT	.00	5,000.00	9,000.00	4,000.00	55.6
10-11-4356 COMPUTER MAINTENANCE	1,498.59	10,753.10	17,750.00	6,996.90	60.6
10-11-4358 TRAINING AND TRAVEL	917.16	1,675.85	5,200.00	3,524.15	32.2
10-11-4400 BAD DEBT	.00	(150.68)	.00	150.68	.0
10-11-4513 INSURANCE PROPERTY/LIABILITY	(5,369.78)	20,923.14	29,142.00	8,218.86	71.8
10-11-4700 DONATIONS/COMMUNITY SUPPORT	4,700.00	31,059.49	33,600.00	2,540.51	92.4
10-11-4800 ELECTION EXPENSE	.00	936.16	1,600.00	663.84	58.5
10-11-4805 MISCELLANEOUS	.00	5.15	1,000.00	994.85	.5
10-11-4900 CAPITAL OUTLAY	.00	.00	5,700.00	5,700.00	.0
10-11-4905 STAFF ADVERTISING	.00	3,323.80	1,000.00	(2,323.80)	332.4
10-11-4910 PROFESSIONAL FEES	26,396.78	51,912.10	171,250.00	119,337.90	30.3
10-11-4999 ALLOCATE OPERATING EXPENSES	(3,219.31)	(23,538.97)	(63,108.00)	(39,569.03)	(37.3)
TOTAL GENERAL EXPENDITURES	37,038.23	215,244.65	398,704.00	183,459.35	54.0

TOWN OF OAK CREEK
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS EXPENDITURES</u>					
10-16-4112 CONTRACT LABOR	.00	875.00	1,000.00	125.00	87.5
10-16-4162 EMPLOYEE BENEFIT	.00	135.01	.00	(135.01)	.0
10-16-4210 SUPPLIES	20.96	2,405.67	9,000.00	6,594.33	26.7
10-16-4226 EQUIPMENT RENTAL	.00	.00	1,000.00	1,000.00	.0
10-16-4231 GAS AND OIL	3,955.65	21,749.19	21,000.00	(749.19)	103.6
10-16-4233 EQUIPMENT MAINTENANCE	3,546.46	8,034.46	10,000.00	1,965.54	80.3
10-16-4234 BUILDING REPAIRS	.00	587.25	3,000.00	2,412.75	19.6
10-16-4235 UTILITIES	.00	11,439.19	18,400.00	6,960.81	62.2
10-16-4236 WEED CONTROL	.00	.00	900.00	900.00	.0
10-16-4241 SMALL TOOLS	.00	123.50	1,200.00	1,076.50	10.3
10-16-4242 TRAFFIC CONTROL	.00	.00	1,000.00	1,000.00	.0
10-16-4346 TELEPHONE	63.03	2,178.67	7,400.00	5,221.33	29.4
10-16-4358 TRAINING AND TRAVEL	.00	224.00	1,000.00	776.00	22.4
10-16-4377 VEHICLE MAINTENANCE	436.96	525.43	5,000.00	4,474.57	10.5
10-16-4805 MISCELLANEOUS	.00	.00	500.00	500.00	.0
10-16-4808 UTILITY LOCATE	61.92	188.64	1,000.00	811.36	18.9
10-16-4905 STAFF ADVERTISING	.00	.00	500.00	500.00	.0
10-16-4999 ALLOCATE OPERATING EXPENSES	(8,084.98)	(48,466.01)	(81,900.00)	(33,433.99)	(59.2)
TOTAL PUBLIC WORKS EXPENDITURES	.00	.00	.00	.00	.0

TOWN OF OAK CREEK
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE EXPENDITURES</u>					
10-17-4111 SALARIES	21,924.30	149,210.90	249,532.00	100,321.10	59.8
10-17-4112 CONTRACT LABOR	.00	4,900.00	4,900.00	.00	100.0
10-17-4142 WORKMEN'S COMPENSATION	1,598.76	11,704.04	9,382.00	(2,322.04)	124.8
10-17-4143 INSURANCE- LIFE AND HEALTH	4,567.22	28,832.68	45,336.00	16,503.32	63.6
10-17-4150 EMPLOYER TAX EXPENSE	473.49	2,657.47	4,366.00	1,708.53	60.9
10-17-4160 EMPLOYER PENSION CONTRIBUTION	600.81	3,736.28	.00	(3,736.28)	.0
10-17-4161 EMPLOYER FPPA CONTRIBUTION	1,807.84	13,714.96	28,780.00	15,065.04	47.7
10-17-4205 EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
10-17-4210 SUPPLIES	.00	194.38	1,500.00	1,305.62	13.0
10-17-4225 UNIFORMS	.00	(40.00)	1,500.00	1,540.00	(2.7)
10-17-4231 GAS AND OIL	303.66	1,436.07	5,000.00	3,563.93	28.7
10-17-4233 EQUIPMENT MAINTENANCE	.00	1,018.88	1,000.00	(18.88)	101.9
10-17-4317 CAR TOWING	.00	.00	300.00	300.00	.0
10-17-4334 DUES AND LICENSES	.00	530.00	2,000.00	1,470.00	26.5
10-17-4346 TELEPHONE	221.13	759.55	2,200.00	1,440.45	34.5
10-17-4350 COMMUNICATIONS-MAINT/REPAIR	.00	.00	500.00	500.00	.0
10-17-4352 LEGAL FEES	5,000.00	5,428.00	500.00	(4,928.00)	1085.6
10-17-4356 COMPUTER MAINTENANCE	.00	1,066.72	1,600.00	533.28	66.7
10-17-4358 TRAINING AND TRAVEL	.00	(95.00)	7,000.00	7,095.00	(1.4)
10-17-4377 VEHICLE MAINTENANCE	187.37	333.62	2,500.00	2,166.38	13.3
10-17-4378 SPECIAL INVESTIGATION	.00	.00	1,500.00	1,500.00	.0
10-17-4402 GRANT/DONATIONS EXPENSE - MISC	.00	.00	400.00	400.00	.0
10-17-4805 MISCELLANEOUS	.00	.00	500.00	500.00	.0
10-17-4850 ANIMAL CONTROL	.00	.00	250.00	250.00	.0
10-17-4852 WELLNESS EXPENSE	.00	.00	2,484.00	2,484.00	.0
10-17-4853 PATIENT TRANSPORT	.00	.00	500.00	500.00	.0
10-17-4905 STAFF ADVERTISING	.00	.00	500.00	500.00	.0
10-17-4930 LEASE/PURCHASE PAYMENTS	.00	.00	4,241.00	4,241.00	.0
TOTAL POLICE EXPENDITURES	36,684.58	225,388.55	379,271.00	153,882.45	59.4
<u>STREETS EXPENDITURES</u>					
10-18-4111 SALARIES	7,460.46	34,710.53	54,967.00	20,256.47	63.2
10-18-4142 WORKMEN'S COMPENSATION	818.88	5,994.75	4,805.00	(1,189.75)	124.8
10-18-4143 INSURANCE- LIFE AND HEALTH	1,031.39	6,309.04	11,716.00	5,406.96	53.9
10-18-4150 EMPLOYER TAX EXPENSE	598.86	2,802.59	4,121.00	1,318.41	68.0
10-18-4160 EMPLOYER PENSION CONTRIBUTION	319.75	1,876.69	3,114.00	1,237.31	60.3
10-18-4210 SUPPLIES	.00	.00	3,000.00	3,000.00	.0
10-18-4235 UTILITIES	.00	325.78	600.00	274.22	54.3
10-18-4238 STREET MAINT/IMPR 1%	29,374.60	41,268.65	30,000.00	(11,268.65)	137.6
10-18-4239 STREET SCORIA	.00	462.13	1,500.00	1,037.87	30.8
10-18-4513 INSURANCE PROPERTY/LIABILITY	(38.99)	2,205.85	3,072.00	866.15	71.8
10-18-4805 MISCELLANEOUS	.00	.00	500.00	500.00	.0
10-18-4900 CAPITAL OUTLAY	.00	.00	15,000.00	15,000.00	.0
10-18-4930 LEASE/PURCHASE PAYMENTS	275.57	21,169.48	27,013.00	5,843.52	78.4
10-18-4999 ALLOCATE OPERATING EXPENSES	2,021.26	12,116.54	18,262.00	6,145.46	66.4
TOTAL STREETS EXPENDITURES	41,861.78	129,242.03	177,670.00	48,427.97	72.7

TOWN OF OAK CREEK
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>JUDICIAL EXPENDITURES</u>					
10-19-4111 SALARIES	.00	374.94	628.00	253.06	59.7
10-19-4112 CONTRACT LABOR	.00	1,200.00	1,800.00	600.00	66.7
10-19-4150 EMPLOYER TAX EXPENSE	.00	29.43	47.00	17.57	62.6
10-19-4334 ASSOCIATION DUES	.00	.00	20.00	20.00	.0
10-19-4358 TRAINING AND TRAVEL	.00	.00	200.00	200.00	.0
TOTAL JUDICIAL EXPENDITURES	.00	1,604.37	2,695.00	1,090.63	59.5
<u>REC PROGRAM AND SPECIAL EVENTS</u>					
10-20-4111 SALARIES	23,486.39	107,807.57	147,613.00	39,805.43	73.0
10-20-4142 WORKMEN'S COMPENSATION	233.96	1,712.77	1,373.00	(339.77)	124.8
10-20-4143 INSURANCE-LIFE AND HEALTH	1,750.52	15,495.48	22,674.00	7,178.52	68.3
10-20-4150 EMPLOYER TAX EXPENSE	1,838.83	8,446.04	11,067.00	2,620.96	76.3
10-20-4160 EMPLOYER PENSION CONTRIBUTION	457.80	2,691.87	3,800.00	1,108.13	70.8
10-20-4194 CONTRACT LABOR	400.00	625.00	1,200.00	575.00	52.1
10-20-4210 SUPPLIES	1,199.58	8,435.82	8,500.00	64.18	99.2
10-20-4213 RENT	.00	14,688.55	16,980.00	2,291.45	86.5
10-20-4215 ACTIVITY FEES	2,878.00	21,493.69	18,000.00	(3,493.69)	119.4
10-20-4231 FUEL	653.45	956.39	1,500.00	543.61	63.8
10-20-4334 DUES AND LICENSES	.00	854.30	800.00	(54.30)	106.8
10-20-4345 TELEPHONE	43.23	366.01	720.00	353.99	50.8
10-20-4358 TRAINING AND TRAVEL	210.00	12,102.32	7,600.00	(4,502.32)	159.2
10-20-4377 VEHICLE MAINTENANCE	874.43	886.43	1,500.00	613.57	59.1
10-20-4805 MISCELLANEOUS	.00	.00	200.00	200.00	.0
10-20-4910 PROFESSIONAL FEES	31.44	398.26	.00	(398.26)	.0
10-20-4930 LEASE/PURCHASE PAYMENTS	13,990.50	13,990.50	13,500.00	(490.50)	103.6
TOTAL REC PROGRAM AND SPECIAL EVENTS	48,048.13	210,951.00	257,027.00	46,076.00	82.1
<u>PARKS/OPEN SPACE EXPENDITURES</u>					
10-21-4111 SALARIES	(8,829.72)	13,219.82	23,421.00	10,201.18	56.4
10-21-4143 INSURANCE-LIFE AND HEALTH	343.79	2,103.22	3,905.00	1,801.78	53.9
10-21-4150 EMPLOYEE TAX EXPENSE	(688.75)	1,063.61	459.00	(604.61)	231.7
10-21-4160 EMPLOYER PENSION CONTRIBUTION	106.57	625.53	1,038.00	412.47	60.3
10-21-4194 CONTRACT LABOR	.00	.00	500.00	500.00	.0
10-21-4210 SUPPLIES	.00	1,006.93	5,000.00	3,993.07	20.1
10-21-4231 FUEL	.00	.00	250.00	250.00	.0
10-21-4233 EQUIPMENT MAINTENANCE	.00	48.32	1,300.00	1,251.68	3.7
10-21-4234 BUILDING REPAIRS	.00	.00	2,000.00	2,000.00	.0
10-21-4235 UTILITIES	.00	7,753.88	13,000.00	5,246.12	59.7
10-21-4240 PARK IMPROVEMENTS	.00	.00	5,000.00	5,000.00	.0
10-21-4805 MISCELLANEOUS	.00	625.25	200.00	(425.25)	312.6
10-21-4900 CAPITAL OUTLAY	.00	22,435.00	50,000.00	27,565.00	44.9
TOTAL PARKS/OPEN SPACE EXPENDITURES	(9,068.11)	48,881.56	106,073.00	57,191.44	46.1

TOWN OF OAK CREEK
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 2024

GENERAL FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
TOTAL FUND EXPENDITURES	154,564.61	831,312.16	1,321,440.00	490,127.84	62.9
NET REVENUE OVER EXPENDITURES	(32,859.72)	88,142.35	48,478.00	(39,664.35)	181.8

TOWN OF OAK CREEK
BALANCE SHEET
AUGUST 31, 2024

ELECTRIC

ASSETS

20-00-1001	CASH IN COMBINED CHECKING	1,826,051.84	
20-00-1045	UTILITY DEPOSITS	53,143.96	
20-00-1300	DEPRECIABLE ASSETS	2,481,584.33	
20-00-1350	ACCUMULATED DEPRECIATION	(1,906,791.76)	
20-00-1500	ACCOUNTS RECEIVABLE	177,823.48	
20-00-1510	UNBILLED USAGE	47,803.83	
20-00-1555	ALLOWANCE FOR DOUBTFUL ACCOUNT	(11,000.00)	
	TOTAL ASSETS		<u><u>2,668,615.68</u></u>

LIABILITIES AND EQUITY

LIABILITIES

20-00-2200	UTILITY DEPOSITS	51,125.00	
20-00-2405	CAPITAL LEASE- WELLS FARGO	12,952.58	
	TOTAL LIABILITIES		64,077.58

FUND EQUITY

NONSPENDABLE

20-00-2525	INV IN CAP ASSETS NET OF DEBT	54,863.00	
	TOTAL NONSPENDABLE		54,863.00

ASSIGNED

20-00-2810	O&M EXPENSES	254,029.00	
20-00-2820	PLANT IN SERVICE	27,040.00	
20-00-2830	ANNUAL DEBT SERVICE	33,705.00	
20-00-2840	CAPITAL IMPROVEMENTS	45,200.00	
20-00-2860	TAP FEES/PLANT INVESTMENT FEE	30,000.00	
	TOTAL ASSIGNED		389,974.00

UNASSIGNED FUND BALANCE:

20-00-2999	FUND BALANCE	2,047,231.60	
	REVENUE OVER EXPENDITURES - YTD	112,469.50	
	BALANCE - CURRENT DATE		<u>2,159,701.10</u>
	TOTAL FUND EQUITY		<u>2,604,538.10</u>
	TOTAL LIABILITIES AND EQUITY		<u><u>2,668,615.68</u></u>

TOWN OF OAK CREEK
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2024

ELECTRIC

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>ELECTRIC REVENUE</u>					
20-06-3401 SALES AND SERVICE	74,960.60	858,344.60	1,265,913.00	407,568.40	67.8
20-06-3406 TAP FEES	500.00	500.00	1,000.00	500.00	50.0
20-06-3409 SALES TAX	370.81	(2,691.17)	.00	2,691.17	.0
20-06-3443 DISCONNECT/CONNECT FEES	.00	.00	500.00	500.00	.0
20-06-3530 PENALTIES- UTILITY LATE FEES	1,806.58	9,041.21	20,000.00	10,958.79	45.2
20-06-3620 POLE RENTAL	.00	4,961.13	4,300.00	(661.13)	115.4
20-06-3680 NMPP CAPACITY PYMT	.00	2,720.00	31,280.00	28,560.00	8.7
20-06-3681 NMPP ENERGY PYMT	.00	.00	45,000.00	45,000.00	.0
20-06-3683 MISCELLANEOUS	.00	.00	200.00	200.00	.0
20-06-3690 PARTS & LABOR CHARGEBACKS	.00	.00	500.00	500.00	.0
20-06-3694 GRANTS	.00	980.81	.00	(980.81)	.0
TOTAL ELECTRIC REVENUE	<u>77,637.99</u>	<u>873,856.58</u>	<u>1,368,693.00</u>	<u>494,836.42</u>	<u>63.9</u>
TOTAL FUND REVENUE	<u>77,637.99</u>	<u>873,856.58</u>	<u>1,368,693.00</u>	<u>494,836.42</u>	<u>63.9</u>

TOWN OF OAK CREEK
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2024

ELECTRIC

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ELECTRIC EXPENDITURES</u>					
20-11-4111 SALARIES	26,496.92	141,441.75	214,151.00	72,709.25	66.1
20-11-4142 WORKMEN'S COMPENSATION	272.96	1,998.25	1,602.00	(396.25)	124.7
20-11-4143 INSURANCE- LIFE AND HEALTH	3,478.02	26,954.65	49,591.00	22,636.35	54.4
20-11-4150 EMPLOYER TAX EXPENSE	2,124.16	11,393.75	16,316.00	4,922.25	69.8
20-11-4160 EMPLOYER PENSION CONTRIBUTION	1,124.67	7,559.74	12,849.00	5,289.26	58.8
20-11-4190 MAINTENANCE CONTRACT	.00	.00	2,800.00	2,800.00	.0
20-11-4194 CONTRACT LABOR	.00	875.00	12,000.00	11,125.00	7.3
20-11-4210 SUPPLIES	.00	.00	8,000.00	8,000.00	.0
20-11-4223 PERMITS	.00	173.45	1,000.00	826.55	17.4
20-11-4227 POWER PURCHASED MEAN	51,199.98	454,848.33	730,000.00	275,151.67	62.3
20-11-4231 GAS AND OIL	.00	.00	18,000.00	18,000.00	.0
20-11-4233 EQUIPMENT MAINTENANCE	246.11	19,578.31	20,000.00	421.69	97.9
20-11-4234 BUILDING REPAIRS	.00	.00	500.00	500.00	.0
20-11-4235 UTILITIES	.00	3,500.94	6,105.00	2,604.06	57.4
20-11-4241 SMALL TOOLS	.00	.00	800.00	800.00	.0
20-11-4250 LIGHTS- REPLACEMENT	.00	.00	4,000.00	4,000.00	.0
20-11-4334 ASSOCIATION DUES	.00	5.00	1,800.00	1,795.00	.3
20-11-4358 TRAINING AND TRAVEL	.00	.00	2,000.00	2,000.00	.0
20-11-4400 BAD DEBT	.00	27.15	8,000.00	7,972.85	.3
20-11-4513 INSURANCE PROPERTY/LIABILITY	(294.85)	17,285.90	23,237.00	5,951.10	74.4
20-11-4600 CONSERVATION	.00	.00	4,000.00	4,000.00	.0
20-11-4700 MANAGEMENT FEE	.00	42,792.87	97,311.00	54,518.13	44.0
20-11-4805 MISCELLANEOUS	.00	.00	500.00	500.00	.0
20-11-4901 METERS	.00	.00	2,000.00	2,000.00	.0
20-11-4910 PROFESSIONAL FEES	.00	.00	7,850.00	7,850.00	.0
20-11-4999 ALLOCATE OPERATING EXPENSES	3,004.92	19,309.00	32,731.00	13,422.00	59.0
TOTAL ELECTRIC EXPENDITURES	87,652.89	747,744.09	1,277,143.00	529,398.91	58.6
<u>CAPITAL OUTLAY</u>					
20-12-4900 CAPITAL OUTLAY	.00	11,438.51	300,000.00	288,561.49	3.8
TOTAL CAPITAL OUTLAY	.00	11,438.51	300,000.00	288,561.49	3.8
<u>DEBT SERVICE</u>					
20-13-4930 LEASE/PURCHASE PAYMENTS	275.56	2,204.48	8,048.00	5,843.52	27.4
TOTAL DEBT SERVICE	275.56	2,204.48	8,048.00	5,843.52	27.4
TOTAL FUND EXPENDITURES	87,928.45	761,387.08	1,585,191.00	823,803.92	48.0
NET REVENUE OVER EXPENDITURES	(10,290.46)	112,469.50	(216,498.00)	(328,967.50)	52.0

TOWN OF OAK CREEK
BALANCE SHEET
AUGUST 31, 2024

WATER

<u>ASSETS</u>			
30-00-1001	CASH IN COMBINED CHECKING	671,597.77	
30-00-1300	DEPRECIABLE ASSETS	8,355,644.05	
30-00-1350	ACCUMULATED DEPRECIATION	(2,837,917.31)	
30-00-1500	ACCOUNTS RECEIVABLE	64,300.24	
	TOTAL ASSETS		6,253,624.75
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
30-00-2020	ACCOUNTS PAYABLE	(717.50)	
30-00-2400	DUE TO SEWER FUND	297,500.00	
30-00-2405	CAPITAL LEASE PAYABLE	12,952.58	
30-00-2410	CWRPDA LOAN PAYABLE	2,465.93	
30-00-2495	DEFERRED REVENUE	115,599.66	
	TOTAL LIABILITIES		427,800.67
<u>FUND EQUITY</u>			
NONSPENDABLE			
30-00-2525	INV IN CAP ASSETS NET OF DEBT	1,797,091.00	
	TOTAL NONSPENDABLE		1,797,091.00
RESTRICTED			
30-00-2610	RESERVES	82,421.00	
	TOTAL RESTRICTED		82,421.00
ASSIGNED			
30-00-2810	O&M EXPENSES	67,048.00	
30-00-2820	PLANT IN SERVICE	41,455.00	
30-00-2830	ANNUAL DEBT SERVICE	82,110.00	
30-00-2840	CAPITAL IMPROVEMENTS	479,825.00	
30-00-2860	TAP FEES/PLANT INVESTMENT FEE	11,980.00	
	TOTAL ASSIGNED		682,418.00
UNASSIGNED FUND BALANCE:			
30-00-2999	FUND BALANCE	3,278,985.04	
	REVENUE OVER EXPENDITURES - YTD	(15,090.96)	
	BALANCE - CURRENT DATE		3,263,894.08
	TOTAL FUND EQUITY		5,825,824.08
	TOTAL LIABILITIES AND EQUITY		6,253,624.75

TOWN OF OAK CREEK
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2024

WATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER REVENUE</u>					
30-06-3404 SALES AND SERVICE FEES	41,202.42	289,657.91	441,824.00	152,166.09	65.6
30-06-3406 TAP FEES	5,040.00	5,320.00	12,750.00	7,430.00	41.7
30-06-3415 WATER METERS	.00	.00	250.00	250.00	.0
30-06-3530 PENALTIES- UTILITY LATE FEES	.00	649.23	500.00	(149.23)	129.9
30-06-3690 PARTS & LABOR CHARGEBACKS	.00	.00	100.00	100.00	.0
30-06-3694 GRANT/DONATION	.00	38,854.44	84,000.00	45,145.56	46.3
TOTAL WATER REVENUE	46,242.42	334,481.58	539,424.00	204,942.42	62.0
TOTAL FUND REVENUE	46,242.42	334,481.58	539,424.00	204,942.42	62.0

TOWN OF OAK CREEK
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2024

WATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER EXPENDITURES</u>					
30-11-4111 SALARIES	13,344.37	77,267.54	120,172.00	42,904.46	64.3
30-11-4142 WORKMEN'S COMPENSATION	428.94	3,140.11	2,517.00	(623.11)	124.8
30-11-4143 INSURANCE- LIFE AND HEALTH	1,542.82	13,735.63	25,068.00	11,332.37	54.8
30-11-4150 EMPLOYER TAX EXPENSE	1,070.70	6,238.81	9,529.00	3,290.19	65.5
30-11-4160 EMPLOYER PENSION CONTRIBUTION	557.18	4,127.34	7,027.00	2,899.66	58.7
30-11-4193 TREASURER'S FEES	.00	162.97	.00	(162.97)	.0
30-11-4194 CONTRACT LABOR	.00	875.00	2,600.00	1,725.00	33.7
30-11-4210 SUPPLIES	.00	8,728.32	9,000.00	271.68	97.0
30-11-4221 CHEMICALS	.00	8,258.00	10,000.00	1,742.00	82.6
30-11-4222 SAMPLING	857.00	2,203.34	4,800.00	2,596.66	45.9
30-11-4223 PERMITS	.00	.00	12,500.00	12,500.00	.0
30-11-4231 GAS AND OIL	.00	.00	200.00	200.00	.0
30-11-4233 EQUIPMENT MAINTENANCE	7,954.37	8,883.56	20,000.00	11,116.44	44.4
30-11-4234 BUILDING REPAIRS	.00	.00	800.00	800.00	.0
30-11-4235 UTILITIES	.00	15,492.82	27,000.00	11,507.18	57.4
30-11-4238 MAINTENANCE	.00	1,097.59	3,000.00	1,902.41	36.6
30-11-4243 MAINTENANCE CONTRACT	.00	.00	1,200.00	1,200.00	.0
30-11-4334 ASSOCIATION DUES	.00	300.00	325.00	25.00	92.3
30-11-4346 TELEPHONE	282.04	1,970.88	2,800.00	829.12	70.4
30-11-4352 LEGAL FEES	.00	.00	500.00	500.00	.0
30-11-4356 COMPUTER MAINTENANCE	.00	166.68	500.00	333.32	33.3
30-11-4358 TRAINING AND TRAVEL	.00	.00	1,500.00	1,500.00	.0
30-11-4400 BAD DEBT	.00	11,042.00	.00	(11,042.00)	.0
30-11-4513 INSURANCE PROPERTY/LIABILITY	(189.60)	11,330.67	14,942.00	3,611.33	75.8
30-11-4600 CONSERVATION	.00	.00	2,000.00	2,000.00	.0
30-11-4901 METERS	.00	.00	5,000.00	5,000.00	.0
30-11-4910 PROFESSIONAL FEES	.00	.00	26,000.00	26,000.00	.0
30-11-4999 ALLOCATE OPERATING EXPENSES	3,004.92	19,308.94	32,731.00	13,422.06	59.0
TOTAL WATER EXPENDITURES	28,852.74	194,330.20	341,711.00	147,380.80	56.9
<u>CAPITAL OUTLAY</u>					
30-12-4900 CAPITAL OUTLAY	6,457.36	94,287.86	282,150.00	187,862.14	33.4
TOTAL CAPITAL OUTLAY	6,457.36	94,287.86	282,150.00	187,862.14	33.4
<u>DEBT SERVICE</u>					
30-13-4628 DUE TO SEWER FUND	.00	58,750.00	58,750.00	.00	100.0
30-13-4930 LEASE/PURCHASE PAYMENTS	275.56	2,204.48	8,048.00	5,843.52	27.4
TOTAL DEBT SERVICE	275.56	60,954.48	66,798.00	5,843.52	91.3
TOTAL FUND EXPENDITURES	35,585.66	349,572.54	690,659.00	341,086.46	50.6

TOWN OF OAK CREEK
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 2024

WATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	10,656.76	(15,090.96)	(151,235.00)	(136,144.04)	(10.0)

TOWN OF OAK CREEK
BALANCE SHEET
AUGUST 31, 2024

SEWER

ASSETS

40-00-1001	CASH IN COMBINED CHECKING	577,527.46	
40-00-1300	DEPRECIABLE ASSETS	5,951,459.41	
40-00-1350	ACCUMULATED DEPRECIATION	(2,186,373.27)	
40-00-1500	ACCOUNTS RECEIVABLE	48,652.04	
40-00-1990	DUE FROM WATER FUND	297,500.00	
	TOTAL ASSETS		4,688,765.64

LIABILITIES AND EQUITY

LIABILITIES

40-00-2020	ACCOUNTS PAYABLE	(2,609.50)	
40-00-2300	ACCRUED INTEREST PAYABLE	15,650.40	
40-00-2405	CAPITAL LEASE PAYABLE	12,952.58	
40-00-2411	BANK SAN JUANS NOTE PAYABLE	990,019.01	
	TOTAL LIABILITIES		1,016,012.49

FUND EQUITY

NONSPENDABLE

40-00-2525	INV IN CAP ASSETS NET OF DEBT	3,797,170.00	
	TOTAL NONSPENDABLE		3,797,170.00

ASSIGNED

40-00-2810	O&M EXPENSES	73,132.00	
40-00-2820	PLANT IN SERVICE	58,598.00	
40-00-2840	CAPITAL IMPROVEMENTS	36,769.00	
40-00-2860	TAP FEES/PLANT INVESTMENT FEE	15,980.00	
	TOTAL ASSIGNED		184,479.00

UNASSIGNED FUND BALANCE:

40-00-2999	FUND BALANCE	(317,653.82)	
	REVENUE OVER EXPENDITURES - YTD	8,757.97	
	BALANCE - CURRENT DATE	(308,895.85)	
	TOTAL FUND EQUITY		3,672,753.15
	TOTAL LIABILITIES AND EQUITY		4,688,765.64

TOWN OF OAK CREEK
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2024

SEWER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SEWER REVENUE</u>					
40-06-3404 SALES AND SERVICE FEES	30,476.91	248,074.99	370,463.00	122,388.01	67.0
40-06-3406 TAP FEES	5,040.00	5,320.00	12,750.00	7,430.00	41.7
40-06-3530 PENALTIES- UTILITY LATE FEES	.00	649.24	500.00	(149.24)	129.9
40-06-3611 INTEREST INCOME	.00	.00	50.00	50.00	.0
40-06-3684 REBATE YVEA	.00	.00	350.00	350.00	.0
40-06-3720 LOAN PROCEEDS	.00	8,750.00	58,750.00	50,000.00	14.9
TOTAL SEWER REVENUE	35,516.91	262,794.23	442,863.00	180,068.77	59.3
TOTAL FUND REVENUE	35,516.91	262,794.23	442,863.00	180,068.77	59.3

TOWN OF OAK CREEK
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2024

SEWER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER EXPENDITURES</u>					
40-11-4111 SALARIES	13,344.37	77,267.54	120,172.00	42,904.46	64.3
40-11-4142 WORKMEN'S COMPENSATION	311.95	2,283.72	1,831.00	(452.72)	124.7
40-11-4143 INSURANCE- LIFE AND HEALTH	1,542.78	13,735.52	25,068.00	11,332.48	54.8
40-11-4150 EMPLOYER TAX EXPENSE	1,070.63	6,238.20	9,529.00	3,290.80	65.5
40-11-4160 EMPLOYER PENSION CONTRIBUTION	557.13	4,127.03	7,027.00	2,899.97	58.7
40-11-4193 TREASURER'S FEES	.00	163.00	.00	(163.00)	.0
40-11-4194 CONTRACT LABOR	.00	875.00	1,000.00	125.00	87.5
40-11-4210 SUPPLIES	.00	.00	3,000.00	3,000.00	.0
40-11-4221 CHEMICALS	576.12	6,413.80	12,000.00	5,586.20	53.5
40-11-4222 SAMPLING	1,557.70	14,412.15	16,500.00	2,087.85	87.4
40-11-4223 PERMITS	.00	.00	3,000.00	3,000.00	.0
40-11-4230 UTILITIES	2,892.85	18,887.99	32,000.00	13,112.01	59.0
40-11-4233 EQUIPMENT MAINTENANCE	.00	194.84	6,500.00	6,305.16	3.0
40-11-4234 BUILDING REPAIRS	.00	.00	500.00	500.00	.0
40-11-4235 SEWER LINE MAINTENANCE	.00	.00	2,000.00	2,000.00	.0
40-11-4238 MAINTENANCE	.00	.00	2,000.00	2,000.00	.0
40-11-4358 TRAINING AND TRAVEL	.00	.00	500.00	500.00	.0
40-11-4400 BAD DEBT	.00	6,129.28	.00	(6,129.28)	.0
40-11-4513 INSURANCE PROPERTY/LIABILITY	(151.96)	9,201.73	11,977.00	2,775.27	76.8
40-11-4700 MANAGEMENT FEE	.00	9,509.10	19,018.00	9,508.90	50.0
40-11-4805 MISCELLANEOUS	.00	.00	500.00	500.00	.0
40-11-4910 PROFESSIONAL FEES	.00	6,436.88	17,850.00	11,413.12	36.1
40-11-4999 ALLOCATE OPERATING EXPENSES	3,004.92	19,308.94	32,731.00	13,422.06	59.0
TOTAL SEWER EXPENDITURES	24,706.49	195,184.72	324,703.00	129,518.28	60.1
<u>CAPITAL OUTLAY</u>					
40-12-4900 CAPITAL OUTLAY	.00	.00	25,000.00	25,000.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	25,000.00	25,000.00	.0
<u>DEBT SERVICE</u>					
40-13-4700 SEWER PROJECT LOAN	.00	56,647.06	56,647.00	(.06)	100.0
40-13-4930 LEASE/PURCHASE PAYMENTS	275.56	2,204.48	8,048.00	5,843.52	27.4
TOTAL DEBT SERVICE	275.56	58,851.54	64,695.00	5,843.46	91.0
TOTAL FUND EXPENDITURES	24,982.05	254,036.26	414,398.00	160,361.74	61.3
NET REVENUE OVER EXPENDITURES	10,534.86	8,757.97	28,465.00	19,707.03	30.8

TOWN OF OAK CREEK
 BALANCE SHEET
 AUGUST 31, 2024

TRASH

ASSETS

50-00-1001	CASH IN COMBINED CHECKING	17,448.72	
50-00-1500	ACCOUNTS RECEIVABLE	24,811.04	
		<u> </u>	
	TOTAL ASSETS		<u>42,259.76</u>

FUND EQUITY

	UNASSIGNED FUND BALANCE:		
50-00-2999	FUND BALANCE	25,941.28	
	REVENUE OVER EXPENDITURES - YTD	16,318.48	
		<u> </u>	
	BALANCE - CURRENT DATE	42,259.76	
		<u> </u>	
	TOTAL FUND EQUITY		<u>42,259.76</u>
			<u> </u>
	TOTAL LIABILITIES AND EQUITY		<u>42,259.76</u>

TOWN OF OAK CREEK
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 2024

TRASH

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
<u>TRASH REVENUE</u>						
50-06-3400	SALES AND SERVICE CHARGE	18,222.45	145,562.35	208,820.00	63,257.65	69.7
	TOTAL TRASH REVENUE	18,222.45	145,562.35	208,820.00	63,257.65	69.7
	TOTAL FUND REVENUE	18,222.45	145,562.35	208,820.00	63,257.65	69.7

TOWN OF OAK CREEK
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2024

TRASH

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRASH EXPENDITURES</u>					
50-11-4111 SALARIES	.00	2,644.65	5,398.00	2,753.35	49.0
50-11-4143 INSURANCE- LIFE AND HEALTH	.00	930.33	2,250.00	1,319.67	41.4
50-11-4150 EMPLOYER TAX EXPENSE	.00	200.80	405.00	204.20	49.6
50-11-4160 EMPLOYER PENSION CONTRIBUTION	.00	97.69	324.00	226.31	30.2
50-11-4229 RESIDENTIAL TRASH SERVICE	.00	123,408.84	179,721.00	56,312.16	68.7
50-11-4999 ALLOCATE OPERATING EXPENSES	268.27	1,961.56	5,260.00	3,298.44	37.3
TOTAL TRASH EXPENDITURES	<u>268.27</u>	<u>129,243.87</u>	<u>193,358.00</u>	<u>64,114.13</u>	<u>66.8</u>
TOTAL FUND EXPENDITURES	<u>268.27</u>	<u>129,243.87</u>	<u>193,358.00</u>	<u>64,114.13</u>	<u>66.8</u>
NET REVENUE OVER EXPENDITURES	<u>17,954.18</u>	<u>16,318.48</u>	<u>15,462.00</u>	<u>(856.48)</u>	<u>105.5</u>

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only paid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
10-11-4210								
21	Green Company	216431	TP cleaning supplies	08/26/2024	99.52	99.52	09/11/2024	
2985	VISA - Hewes	082024	Quill	08/12/2024	12.77	12.77	09/18/2024	
2985	VISA - Hewes	082024	Amazon	08/12/2024	32.35	32.35	09/18/2024	
2985	VISA - Hewes	082024	Staples	08/12/2024	252.35	252.35	09/18/2024	
Total 10-11-4210:					396.99	396.99		
10-11-4233								
2881	Pye Barker Fire & Safety LLC	1360522	Fire extinguisher and inspection	08/28/2024	921.00	921.00	09/11/2024	
Total 10-11-4233:					921.00	921.00		
10-11-4345								
17	Century Link	08244	970-736-8413	08/25/2024	62.81	62.81	09/11/2024	
1183	Century Link	700708431	Long Distance	08/16/2024	6.35	6.35	09/11/2024	
17	Century Link	825241	970-736-2459	08/25/2024	141.02	141.02	09/11/2024	
17	Century Link	825242	970-736-2422	08/25/2024	439.48	439.48	09/11/2024	
Total 10-11-4345:					649.66	649.66		
10-11-4356								
2906	VISA - Torgler	082024	Google GSuite	08/12/2024	138.00	138.00	09/18/2024	
2906	VISA - Torgler	082024	AWS	08/12/2024	21.85	21.85	09/18/2024	
2906	VISA - Torgler	082024	cashback rewards	08/12/2024	100.00-	100.00-	09/18/2024	
2906	VISA - Torgler	082024	cashback rewards	08/12/2024	50.00-	50.00-	09/18/2024	
2906	VISA - Torgler	082024	Godaddy	08/12/2024	1,020.00	1,020.00	09/18/2024	
679	Watersong Computer Services	6559	UPS Battery for server room	08/26/2024	120.00	120.00	09/11/2024	
679	Watersong Computer Services	6567	Meraki Router renewal license 3 y	09/09/2024	1,100.00	1,100.00	09/11/2024	
Total 10-11-4356:					2,249.85	2,249.85		
10-16-4210								
252	Visa - Holliday	082024	Amazon	08/12/2024	89.99	89.99	09/18/2024	
252	Visa - Holliday	082024	cash back rewards	08/12/2024	100.00-	100.00-	09/18/2024	
252	Visa - Holliday	082024	Amazon	08/12/2024	34.47	34.47	09/18/2024	
Total 10-16-4210:					24.46	24.46		
10-16-4234								
547	Ace At The Curve	123549	Mouse Glu	08/21/2024	43.15	43.15	09/11/2024	
Total 10-16-4234:					43.15	43.15		
10-16-4377								
45	Napa Auto Parts	422979	filters	09/04/2024	636.03	636.03	09/11/2024	
Total 10-16-4377:					636.03	636.03		
10-16-4808								
570	Utility Notification Center Of	224081083	RTL Transmissions - Positive Res	08/31/2024	60.63	60.63	09/11/2024	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 10-16-4808:					60.63	60.63		
10-17-4112								
1140	Rouff County Sheriff's Office	83024	Deputy Service 8/30/24	09/10/2024	585.00	585.00	09/11/2024	
Total 10-17-4112:					585.00	585.00		
10-17-4210								
2942	Dueling D's BBQ and Grill	9724	ranger meals/laborday	09/09/2024	74.76	74.76	09/11/2024	
Total 10-17-4210:					74.76	74.76		
10-17-4231								
1251	Advanced Auto Parts	2622654385	Oil	08/23/2024	72.93	72.93	09/11/2024	
Total 10-17-4231:					72.93	72.93		
10-17-4346								
2887	AT&T Mobility	287306251361	Police cell phones	08/20/2024	221.13	221.13	09/11/2024	
Total 10-17-4346:					221.13	221.13		
10-17-4356								
679	Watersong Computer Services	6559	Monitor for PD	08/26/2024	325.00	325.00	09/11/2024	
Total 10-17-4356:					325.00	325.00		
10-17-4358								
2583	Lexipol LLC	11236126	Policy Manual & Daily Training Bul	06/01/2024	2,145.02	2,145.02	09/11/2024	
Total 10-17-4358:					2,145.02	2,145.02		
10-18-4210								
952	Flat Tops Ranch Supply	1652	Acetone	08/29/2024	25.99	25.99	09/11/2024	
Total 10-18-4210:					25.99	25.99		
10-19-4112								
2702	Jessica Ryan	092024	Judge Fees	09/20/2024	200.00	200.00	09/11/2024	
Total 10-19-4112:					200.00	200.00		
10-20-4210								
2985	VISA - Hewes	082024	Amazon	08/12/2024	32.35	32.35	09/18/2024	
2985	VISA - Hewes	082024	Amazon	08/12/2024	551.65	551.65	09/18/2024	
2949	Visa - Hill	082024	Whispering Aspens Embroidery	08/12/2024	228.00	228.00	09/18/2024	
2949	Visa - Hill	082024	City Market	08/12/2024	10.99	10.99	09/18/2024	
2949	Visa - Hill	082024	ARC Thrift Store	08/12/2024	89.85	89.85	09/18/2024	
2949	Visa - Hill	082024	Walmart	08/12/2024	88.30	88.30	09/18/2024	
2949	Visa - Hill	082024	Walmart	08/12/2024	7.43	7.43	09/18/2024	
2949	Visa - Hill	082024	Walmart	08/12/2024	38.37	38.37	09/18/2024	
2949	Visa - Hill	082024	Cashback rewards	08/12/2024	50.00-	50.00-	09/18/2024	
2949	Visa - Hill	082024	TJ Maxx	08/12/2024	144.04	144.04	09/18/2024	
2906	VISA - Torgler	082024	Staples	08/12/2024	203.26	203.26	09/18/2024	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 10-20-4210:					1,344.24	1,344.24		
10-20-4215								
2500	City of Craig	624	Summer Camp Activity	08/13/2024	90.00	90.00	09/11/2024	
2971	Dewey Dabbles In Art, INC	82824	Oak Creek Field trip	08/28/2024	675.00	675.00	09/11/2024	
2949	Visa - Hill	082024	Steamboat Climbing	08/12/2024	180.00	180.00	09/18/2024	
2949	Visa - Hill	082024	Avon Rec Center	08/12/2024	162.00	162.00	09/18/2024	
2949	Visa - Hill	082024	Steamboat Resort	08/12/2024	150.00	150.00	09/18/2024	
2949	Visa - Hill	082024	Steamboat Climbing Collective	08/12/2024	375.00	375.00	09/18/2024	
Total 10-20-4215:					1,632.00	1,632.00		
10-20-4231								
2962	Angela Horn	8524	Reinburse Mileage	08/05/2024	28.82	28.82	09/11/2024	
2919	Dafawn Kinne	72524	Reinbursement Mileage	07/25/2024	31.44	31.44	09/11/2024	
Total 10-20-4231:					60.26	60.26		
10-20-4377								
252	Visa - Holliday	082024	CO Motor Vehicle services	08/12/2024	14.09	14.09	09/18/2024	
Total 10-20-4377:					14.09	14.09		
20-00-2200								
2850	Electric Deposits	808.02	Electric Deposit Refund 808.02	09/17/2024	41.24	41.24	09/30/2024	
Total 20-00-2200:					41.24	41.24		
20-06-3409								
34	Colorado Department Of Revenue	082024	August 2024 sales tax	08/31/2024	2,237.73	2,237.73	09/17/2024	
Total 20-06-3409:					2,237.73	2,237.73		
30-11-4221								
2950	Industrial Service and Supply INC	037144	Accu-Tab	08/27/2024	5,820.00	5,820.00	09/11/2024	
Total 30-11-4221:					5,820.00	5,820.00		
30-11-4223								
968	Colorado Dept Public Health & En	WU251160671	Annual permit fee COG589159	08/07/2024	2,586.00	2,586.00	09/11/2024	
Total 30-11-4223:					2,586.00	2,586.00		
30-11-4233								
1315	Browns Hill Engineering & Control	28753	Panelview Plus Replacement	08/22/2024	8,384.00	8,384.00	09/11/2024	
Total 30-11-4233:					8,384.00	8,384.00		
30-11-4346								
17	Century Link	82524	970-736-1164	08/25/2024	282.04	282.04	09/11/2024	
Total 30-11-4346:					282.04	282.04		
30-11-4910								
2939	AquaWorks DBO, INC	3291	Consulting project Engineering	09/03/2024	995.62	995.62	09/11/2024	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 30-11-4910:					995.62	995.62		
40-11-4221								
2972	PVS DX, INC	73000771-24	Sulfur Dioxide	08/31/2024	70.00	70.00	09/11/2024	
2972	PVS DX, INC	737003546-24	sodium Hypo	09/05/2024	1,518.35	1,518.35	09/11/2024	
Total 40-11-4221:					1,588.35	1,588.35		
40-11-4222								
2882	TRE Environmental Strategies LL	4935	Study 020 Study	03/01/2024	1,000.00	1,000.00	09/11/2024	
Total 40-11-4222:					1,000.00	1,000.00		
40-11-4230								
15	Yampa Valley Electric Assn., I	082024	oak creek sewer plant	09/05/2024	72.62	72.62	09/11/2024	
15	Yampa Valley Electric Assn., I	0820241	Sewer Plant Oak Creek	08/06/2024	60.67	60.67	09/11/2024	
15	Yampa Valley Electric Assn., I	08242	24595 State Hwy 131	08/06/2024	2,552.50	2,552.50	09/11/2024	
Total 40-11-4230:					2,685.79	2,685.79		
40-11-4233								
45	Napa Auto Parts	418575	Equipment Parts	08/13/2024	342.50	342.50	09/11/2024	
Total 40-11-4233:					342.50	342.50		
40-11-4910								
2939	AquaWorks DBO, INC	3291	Consulting Project Engineer	09/03/2024	995.63	995.63	09/11/2024	
Total 40-11-4910:					995.63	995.63		
Grand Totals:					38,641.09	38,641.09		

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
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Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only paid invoices included.

Report Criteria:

- Includes all check types
- Includes unprinted checks

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
09/28/2024	CDPT		0	State Withholding Tax	7	State Withholding Tax Pay Period:	10-00-1020	1,801.00-
09/28/2024	CDPT		0	Colorado State Treasurer	8	SUTA State Unemployment Tax P	10-00-1020	114.51-
09/28/2024	CDPT		0	Delta Dental	13	Dental Insurance Pay Period: 9/28/	10-00-1020	544.00-
09/14/2024	CDPT		0	CEBT Payments	25	Health Insurance Pay Period: 9/14/	10-00-1020	11,133.00-
09/14/2024	CDPT		0	Guardian	24	Life Insurance Pay Period: 9/14/20	10-00-1020	393.58-
09/14/2024	CDPT		0	Vision Service Plan - Connecticut	5	Vision Pay Period: 9/14/2024	10-00-1020	94.12-
09/14/2024	PC	09/20/2024	48368	Bartlett, Janet	25		10-00-1020	140.88-
09/14/2024	PC	09/20/2024	48369	Holliday, Garret	33		10-00-1020	1,597.11-
09/14/2024	PC	09/20/2024	48370	Page-Allen, Mary Alice	53		10-00-1020	1,601.92-
09/14/2024	PC	09/20/2024	48371	Wisecup, Rocky J.	63		10-00-1020	2,144.21-
09/14/2024	PC	09/20/2024	48372	Holliday, Thomas D	64		10-00-1020	2,697.31-
09/14/2024	PC	09/20/2024	48373	Rossi, Eileen M.	65		10-00-1020	572.13-
09/14/2024	PC	09/20/2024	48374	Sullivan, Lucas M.	70		10-00-1020	1,772.69-
09/14/2024	PC	09/20/2024	48375	Hagenbuch, Trevor	117		10-00-1020	39.04-
09/14/2024	PC	09/20/2024	48376	Bostock, Lorren	136		10-00-1020	1,421.32-
09/14/2024	PC	09/20/2024	48377	Hill, Alissa	146		10-00-1020	1,827.03-
09/14/2024	PC	09/20/2024	48378	Griffin, Terri	153		10-00-1020	514.51-
09/14/2024	PC	09/20/2024	48379	Hewes, Jennifer	156		10-00-1020	2,577.33-
09/14/2024	PC	09/20/2024	48380	Plank, Brittney	203		10-00-1020	28.40-
09/14/2024	PC	09/20/2024	48381	Sanchez, Izabell A.	234		10-00-1020	35.14-
09/14/2024	PC	09/20/2024	48382	Horn, Angela	240		10-00-1020	212.53-
09/14/2024	PC	09/20/2024	48383	Shaffer, Kirstyn	242		10-00-1020	1,088.34-
09/14/2024	PC	09/20/2024	48384	Edwards, Alayna	243		10-00-1020	130.12-
09/14/2024	PC	09/20/2024	48385	Christensen, Darin	302		10-00-1020	2,052.20-
09/28/2024	PC	10/04/2024	48386	Bartlett, Janet	25		10-00-1020	375.68-
09/28/2024	PC	10/04/2024	48387	Holliday, Garret	33		10-00-1020	1,420.95-
09/28/2024	PC	10/04/2024	48388	Page-Allen, Mary Alice	53		10-00-1020	1,537.62-
09/28/2024	PC	10/04/2024	48389	Wisecup, Rocky J.	63		10-00-1020	2,594.98-
09/28/2024	PC	10/04/2024	48390	Holliday, Thomas D	64		10-00-1020	2,793.16-
09/28/2024	PC	10/04/2024	48391	Rossi, Eileen M.	65		10-00-1020	449.47-
09/28/2024	PC	10/04/2024	48392	Sullivan, Lucas M.	70		10-00-1020	1,772.69-
09/28/2024	PC	10/04/2024	48393	Hagenbuch, Trevor	117		10-00-1020	13.02-
09/28/2024	PC	10/04/2024	48394	Bostock, Lorren	136		10-00-1020	1,483.02-
09/28/2024	PC	10/04/2024	48395	Hill, Alissa	146		10-00-1020	1,827.03-
09/28/2024	PC	10/04/2024	48396	Griffin, Terri	153		10-00-1020	1,728.43-
09/28/2024	PC	10/04/2024	48397	Hewes, Jennifer	156		10-00-1020	2,577.33-
09/28/2024	PC	10/04/2024	48398	Plank, Brittney	203		10-00-1020	181.10-
09/28/2024	PC	10/04/2024	48399	Sanchez, Izabell A.	234		10-00-1020	221.52-
09/28/2024	PC	10/04/2024	48400	Horn, Angela	240		10-00-1020	242.36-
09/28/2024	PC	10/04/2024	48401	Shaffer, Kirstyn	242		10-00-1020	1,161.96-
09/28/2024	PC	10/04/2024	48402	Edwards, Alayna	243		10-00-1020	26.02-
09/28/2024	PC	10/04/2024	48403	Christensen, Darin	302		10-00-1020	2,052.20-
09/14/2024	CDPT	09/16/2024	111824	FPPA	6	FPPA 457 Deferred Comp Pay Per	10-00-1020	951.20-
09/14/2024	CDPT	09/16/2024	111825	IRS Tax Deposit	1	Social Security Pay Period: 9/14/2	10-00-1020	6,193.06-
09/14/2024	CDPT	09/16/2024	111826	Vantagepoint Transfer Agents - 307	15	Retirement Plan Pay Period: 9/14/	10-00-1020	2,077.37-
09/28/2024	CDPT	09/30/2024	111827	FPPA	6	FPPA 457 Deferred Comp Pay Per	10-00-1020	951.20-
09/28/2024	CDPT	09/30/2024	111828	IRS Tax Deposit	1	Social Security Pay Period: 9/28/2	10-00-1020	6,672.57-
09/28/2024	CDPT	09/30/2024	111829	Vantagepoint Transfer Agents - 307	15	Retirement Plan Pay Period: 9/28/	10-00-1020	2,087.33-
09/14/2024	PC	09/20/2024	622055	Smith, Scott	16		10-00-1020	37.67
09/28/2024	PC	10/04/2024	622056	Smith, Scott	16		10-00-1020	37.67
Grand Totals:								<u>75,848.35-</u>
								<u>50</u>

Report Criteria:

- Includes all check types
 - Includes unprinted checks
-

STATE OF COLORADO

TOWN OF OAK CREEK

BY AUTHORITY OF THE BOARD OF TRUSTEES

ALCOHOL BEVERAGE LICENSE

FOR SPIRO'S LIQUOR, Inc.

TO SELL AT RETAIL Malt, Vinous and Spirituous Liquor

This is to Certify, that Spiro's Liquor, Inc. of the State of Colorado, having applied for a license to sell Malt, Vinous and Spirituous Liquor, and having paid to the Town Clerk the sum of \$72.50, the above applicant is hereby licensed to sell Malt, Vinous and Spirituous Liquor for off premises consumption as a retail establishment at 109 W. Main Street in the Town of Oak Creek, Colorado, for a period beginning on the 18th day of October, 2024 and ending on the 18th day of October 2025, unless this license is revoked sooner as provided by law.

This License is issued subject to the laws of the State of Colorado and especially under the provisions of Article 3 of Title 44, Colorado Revised Statutes, as amended and the Municipal Code.

Approved this 10th day of October, 2024.

By _____
Mary Alice Page-Allen
Interim Town Administrator/Clerk



COMMUNICATION FORM

DATE: October 10, 2024
ITEM: 215 Bell Avenue – Land Use Change of Minor Impact – Emilie Buscaj & Shannon Oliver
ATTACHED: Staff Report

BOARD ACTION: X ACTION ITEM
 DIRECTION REQUESTED
 INFORMATION

REQUEST OR ISSUE: Public Hearing, review and consideration of Planning Commission’s recommendation on an application for a Land Use Change of Minor Impact for the construction of a 550 sq. ft. home addition to an existing 744 sq. ft. structure closer to the lot line than allowed by the front setback requirements for residential use(s) in Performance District 2.

RECOMMENDED ACTION: That the Board consider the recommendation of the Planning Commission to approve the proposed land use change of minor impact with findings of fact and conditions of approval as noted in the Planning Commission draft minutes of October 9, 2024 along with any comments and letters received from the public and consider whether to approve, deny, approve with conditions or table the matter as the Board deems appropriate.

BACKGROUND INFORMATION: The Planning Commission considered this request in their meeting held October 9, 2024 and will forward a recommendation for consideration at the Board meeting and as detailed in the draft minutes of the Planning Commission meeting that will be provided at the Board meeting.

FISCAL IMPACTS: All costs of the processing of the application are the applicant’s responsibility.

LEGAL ISSUES: In land use matters, the Board acts as a quasi-judicial body, and is obligated to determine facts and draw conclusions so as to provide the basis of the official action taken on the application.

CONFLICTS OR ISSUES: To be determined.

SUMMARY AND ALTERNATIVES: Refer to the information provided above, the Staff Report, and draft Planning Commission minutes.

Town of Oak Creek

Land Use Application

Staff Report

PETITIONER: Emilie Buscaj and Shannon Oliver

PETITION: Land Use Change of Minor Impact (LUCMI) – Construction of a 550 sq. ft. home addition to an existing 744 sq. ft. structure closer to the lot line than allowed by the front setback requirements for residential use(s) in Performance District 2 – 215 Bell Avenue

PLANNING COMMISSION REVIEW DATE: October 9, 2024

TOWN BOARD REVIEW DATE: October 10, 2024

STAFF CONTACT: Mary Alice Page-Allen
Interim Town Administrator/Clerk

ATTACHMENTS: Applicant’s Narrative
Survey Plat
Site, Floor & Elevation Plans

HISTORY AND PROJECT DESCRIPTION:

The applicant is proposing to construct a 550 sq. ft. addition to an existing 744 sq. ft. residence. The addition will extend 22 feet to the north and mirror the existing residence’s east and west walls. The property is 0.16 acres (6,975 sq. ft.) in size and is located within Performance District Two (PD2).

In addition to the existing 744 sq. ft. single-story residence built in 1933, there are a garage and two adjoining sheds of indeterminate age on the property as well. Construction materials are varied including stone and wood siding on the house and log and wood siding on the garage and sheds. As proposed, the addition will extend into the front setback such

Buscay-Oliver Home Addition

October 9, 2024

that the existing 8'9" front setback is maintained. Total lot coverage including the proposed addition will stand at 33% (2,312 sq. ft.). The lot width, lot area, lot coverage and building height standards are found to be in compliance with PD2's dimensional standards. The existing propane tank may need to be relocated to meet appropriate separation standards from the proposed addition, and the Oak Creek Fire Protection District will identify if such is needed at the time of building permit.



COMPLIANCE WITH THE TOWN OF OAK CREEK COMPREHENSIVE PLAN

Section 17.01.03 (A) of the Land Use Code (Code) states that the Code is enacted to "[i]mplement the policy recommendations of the Town of Oak Creek Comprehensive Plan Update" (Plan.) Therefore any proposal should be considered in light of the applicable policies of the Plan. While the Plan contains numerous policies regarding land use, staff has selected the following checklist to highlight the policies most directly applicable to this petition. Interested parties are encouraged to review the Plan to determine if there are other policies that may be applicable to the review of this petition.

Chapter Two – Environment & Natural Resources

Environmental Constraints – Geologic Hazards and Unstable Soils

Complies		Section	Policies
Yes	No		
<u>√</u>	<u> </u>	3.	Development shall be allowed in areas with minor geologic hazards, but soil limitations such as shrink-swell potential and low permeability and strength shall require mitigation on a case-by-case basis through proper soils testing and foundation design. <i>Staff comment: The Routt County Regional Building Department standards will require that a soils test be completed to inform the foundation design for the proposed construction and that such be submitted with the application for a building permit along with an</i>

Buscaj-Oliver Home Addition

October 9, 2024

appropriate foundation design. A condition is suggested below that stipulates that a building permit be obtained for the proposed construction.

- | | | | |
|-------------------------------------|--------------------------|----|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 6. | A plan identifying erosion control measures, revegetation, and drainage shall be submitted with all development proposals. <i>Staff comment: Building plans will need to show that adequate erosion control measures are in place during all construction phases as required herein. A condition suggesting this is included below.</i> |
|-------------------------------------|--------------------------|----|---|

Chapter Three – Economy, Land Use & Community Character

Housing		
Complies	Section	Policies
Yes	No	

- | | | | |
|-------------------------------------|--------------------------|----|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 4. | The Town should investigate all available means to implement housing initiatives. <i>Staff comment: This proposal will upgrade an existing housing unit which, by virtue of its size, continue to meet the affordable housing criteria within the Town.</i> |
|-------------------------------------|--------------------------|----|---|

Chapter Four – Transportation & Infrastructure

Fire and Ambulance		
Complies	Section	Policies
Yes	No	

- | | | | |
|-------------------------------------|--------------------------|----|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2. | The Town shall work with Routt County Addressing Department to ensure accurate data is available to emergency response teams for efficient emergency response through the Master Address Database (MAD). The Town shall continue to encourage residents to provide adequate address signage to assist in emergency response. <i>Staff comment: A condition is included below that requires that address numbering signage be in place prior to the issuance of a Certificate of Occupancy for the proposed structure.</i> |
|-------------------------------------|--------------------------|----|---|

COMPLIANCE WITH THE TOWN OF OAK CREEK LAND USE CODE

While the Land Use Code (Code) contains numerous regulations regarding land use, staff has selected the following checklist to highlight the regulations directly applicable to this petition. Interested parties are encouraged to review the Code to determine if there are other regulations that may be applicable to the review of this petition.

Buscaj-Oliver Home Addition

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Chapter 17.03 – Development Applications, Review and Procedures

Section 17.03.06 – Land Use Changes of Minor Impact

These require only one review each by the Planning Commission and the Board of Trustees and include:

Complies		Section	Policies
Yes	No		
<u>√</u>	_____	B.	Porches and house additions to be constructed closer to the lot line than allowed by the setback requirements for the associated housing type or not meeting any other requirements of this code. <i>Staff comment: The application is for the construction of a residential addition that will be located 8'9" from the front property versus the 15' front setback required in PD2.</i>

17.03.012 – Review Procedure for Land Use Changes of Minor Impact

<u>√</u>	_____	B.	Planning commission public hearing on application: After receipt of application materials required by this code for a complete application by the Town, the Town Clerk shall set the matter for public hearing before the planning commission. The planning commission shall consider the application and other information and materials submitted for their consideration at the public hearing and forward its recommendation to approve, deny or approve subject to conditions. Conditions and limitations as the Town may prescribe should consider the conditional use criteria listed in Section 17.03.017. As part of an approval, the planning commission may recommend that the board grant the approval for a limited time period and/or require periodic reviews of the development once completed to ensure compliance with the approved conditions. <i>Staff comment: The uses proposed herein are subject to the conditions included below.</i>
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<u>√</u>	_____	D.	Board of Trustees public hearing and action on application. The board of trustees shall consider the application, other information and materials submitted for their consideration, and the recommendation of the planning commission at a public hearing and make a decision thereon within thirty days of such public hearing; provided that during this time, the board determines that the application should be for a major land use change, in which case the procedure in Section 17.03.013 shall be followed. The board may place any conditions upon its approval, including without limitation,
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submission of performance bonds, deed restrictions, and improvement agreements. *Staff comment: Suggested conditions are included below.*

Section 17.03.016 – Standards By Which the Planning Commission and the Board of Trustees Will Be Guided

In reviewing all applications for development approvals, the planning commission and board of trustees shall be guided by the compatibility of the proposed land use with adjacent land uses and by the following additional considerations:

Complies		Section	Policies
Yes	No		
<u>√</u>	_____	A.	Conformance of the proposed land use change with the policies and principals in the Oak Creek Comprehensive Plan Update, pursuant to C.R.S., 1973, Section 31-23-203; <i>Staff comment: A finding in this regard is included below.</i>
<u>√</u>	_____	B.	Conformance with the requirements and performance standards established in this code; [and] <i>Staff comment: See the analysis contained in this report.</i>
<u>√</u>	_____	C.	Preservation of the health, safety and welfare of the citizens of the Town of Oak Creek, Colorado. <i>Staff comment: A finding in this regard is included below.</i>

Chapter 17.10 – Community Design Standards

Section 17.10.09 – Parking Standards

Complies		Section	Policies
Yes	No		
<u>√</u>	_____	B.	Paved off-street parking outside of Performance District 1 shall be provided according to the minimum requirements as specified and must be outside of all rights of way: Single-family detached: 2 spaces per unit. <i>Staff comment: There is an existing 2-car garage accessed from the gravel driveway extending from Bell Avenue. Bell Avenue is gravel surfaced. No additional housing unit is proposed, only an addition to the existing unit. A finding that it is appropriate to waive the paved parking requirement as Bell Avenue accessing the existing residence is gravel and unpaved and no additional housing unit(s) are proposed is included below.</i>

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Section 17.10.010 – Lighting

Complies		Section	Policies
Yes	No		
		A.	Exterior lighting, except for overhead street lighting; warning, emergency or traffic signals; sports field lighting; temporary holiday lighting; or lighting required by the building or fire code, shall be installed in such a manner that the light source will not detract from the dark sky enjoyed by the residents of Oak Creek. The following shall be required of all lighting fixtures: <i>Staff comment: A condition is included below that addresses compliance with the applicable criteria of this section.</i>
<u>√</u>	_____	1.	Fixtures shall be cast downward to prevent glare on public streets, walkways or into residential areas. Light shields shall be placed on fixtures to prevent light “spillage” to public or residential areas.
<u>√</u>	_____	2.	Lights should use the lowest wattage possible to sufficiently light the intended area.
<u>√</u>	_____	3.	Motion lights to illuminate areas of security concern should be used whenever possible.

Chapter 17.11 – Performance Districts

Section 17.11.04 – Performance District Two

The following regulations only govern land within Performance District Two.

Complies		Section	Policies
Yes	No		
		A.	Character and Vision
		1.	Current Use: This section of Oak Creek holds the bulk of the residential housing stock. The homes are predominantly small former miner’s cottages on small lots connected by a gridded network of streets and alleys. Small commercial uses and/or cottage industries are interspersed within the residential neighborhoods.
		2.	Vision for the Performance District: This district should work to encourage residential infill on the several vacant lots throughout town. Infill homes shall be compatible in both character and size and scale to the existing homes. Commercial, institutional and multi-family developments

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are allowed as conditional uses if accompanied by measures to ensure compatibility with the surrounding neighborhood. *Staff comment: This property is a residential property located at the northern periphery of the portion of Performance District Two located south of the alley bordering Town Hall.*

√ _____

3. Architectural style. New residential architecture is encouraged to resemble the architecture and scale commonly found in historic Oak Creek and small town mountain west neighborhoods. The goal is to create the memorable character, identity, and appeal that these neighborhoods display, not to provide exact replicas of historic buildings. Non-residential development shall be compatible to the residential structures in Performance District Two in terms of scale, rooflines, building articulation and materials. *Staff comment: Plans show that wood siding will continue to be used as well as stone or masonry veneers.*

√ _____

- B.1 Permitted Uses:
a. Residential uses

√ _____

- C. Dimensional standards for properties within Performance District Two: *Staff comment: The proposed plans show that the construction will meet the applicable dimension standards for a single family residence except for the 8'9" front setback and, if this request is approved, which will bring the proposed addition into conformance.*

Buscaj-Oliver Home Addition

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Performance District Two	Single Family Residential	Multi-Family	Duplex	Office	Commercial	Institutional
Minimum Floor Area/Dwelling Unit (square feet)	-	450 sf	800	-	-	-
Units per Lot	2*	-	2	-	-	-
Setbacks (feet):						
Front	15	15	15	15	15	15
Side Yard	8	10	8	8	15	15
Rear Yard	10	10	10	10	15	15
Minimum Lot Width (feet)	37.5	75	75	50	50	100
Minimum Lot Area (square feet)	4,000	6,000	6,000	4,000	4,000	8,000
Lot Coverage (%)	.35	.35	.35	.50	.50	.50
Maximum Building Height (feet)	35	35	35	35	35	35

OPTIONS

1. **Recommend approval as proposed** if it is determined that the proposal meets the standards of the Town of Oak Creek’s Land Use Code and Comprehensive Plan and preserves the health, safety and welfare of the citizens of the Town of Oak Creek.
2. **Recommend denial** if it is determined that the proposal changes do not meet the standards of the Town of Oak Creek’s Land Use Code and Comprehensive Plan nor preserves the health, safety and welfare of the citizens of the Town of Oak Creek.
3. **Table action** if it is determined additional information is needed to evaluate the proposal. Specific direction must be given to applicant.
4. **Recommend approval** if it is determined that certain changes or conditions are necessary to ensure that the proposal meets the standards of the Town of Oak Creek’s Land Use Code and Comprehensive Plan and preserves the health, safety and welfare of the citizens of the Town of Oak Creek.

Buscay-Oliver Home Addition

October 9, 2024

FINDINGS OF FACT that may be appropriate:

1. The proposal meets the standards of the Town of Oak Creek's Land Use Code, is in general conformance with the intent and purpose of the Town of Oak Creek Comprehensive Plan Update, and preserves the health, safety and welfare of the citizens of the Town of Oak Creek
2. It is appropriate to waive the paved parking requirement as Bell Avenue accessing the property is gravel and unpaved and no additional housing unit(s) are proposed.

Subject to the following conditions of approval:

CONDITIONS OF APPROVAL:

1. The effective date of this approval is the date upon which the Oak Creek Board of Trustees approves the land use change application. The land use change approval shall expire three (3) years from its effective date, unless application for a building permit is made within the term of the land use change approval or unless application for renewal of the land use change approval is approved by the Board of Trustees.
2. A building permit shall be obtained for and prior to the proposed construction.
3. The building plans shall note adequate measures that will need to be taken to ensure that proper erosion control measures are taken.
4. Address numbering signage shall be in place prior to the issuance of a Certificate of Occupancy for the proposed structure.
5. Any lighting installed on the property such shall conform to Section 17.10.010, Oak Creek Land Use Code, including the requirements that lighting be downcast and not spill onto other adjoining properties.
6. The propane tank shall be located in accordance Oak Creek Fire Protection District requirements.

Land Use Change of No Impact

215 Bell Ave, Oak Creek, CO 80467

Emilie Buscaj and Shannon Oliver

- Written narrative (summary information explaining use, location, terrain, number and size of parcels, road conditions and dimensions, and any special features to the site.)
- Legal Description
- Physical Address
- Vicinity Map
- Site Map: Illustrating all structures and property lines to scale, both existing and proposed; abutting land owners and land uses, streets, highways, utilities that service the area and major physical features
- Building Plans including elevations
- Filing Fee \$125 (Base fee is designed to cover the minimum staff hours has to process the application. Additional hours on the project will be assessed at \$100 per hour.)
- The application fee must be paid in full to begin the application.
- Proof of ownership, lease/deed and/or statement of authority or other documentation regarding the use of the property.

Narrative

The proceeding Land Use Change of No Impact application is being submitted to the Town of Oak Creek by Emilie Buscaj and Shannon Oliver, the owners and residents of 215 Bell Ave. for which the application covers. The property consists of an existing single-story, single-family home originally constructed in 1933 and currently covering roughly 744 sq. ft. of the property. Additionally, there is a garage and two adjoining sheds with an unknown date of construction and covering roughly 1,018 sq. ft. of the property. The proposed modification is for the removal of 1 bathroom and the addition of a master bedroom, 2 bathrooms, and a utility room, all located in a single-story structure. An estimated 550 sq. ft. will be added to the home through this addition, bringing the total lot coverage to roughly 33%. No structural changes or additions to the garage or adjoining sheds are being requested.

Legal Description

LOTS 17-19 BLOCK 5 & W2 OF VACATED ALLEY ABUTTING LOTS 2ND ADD TO OAK CREEK

Physical Address

215 Bell Avenue, Oak Creek, CO 80467

Vicinity Map, Site Map, and Building Plans

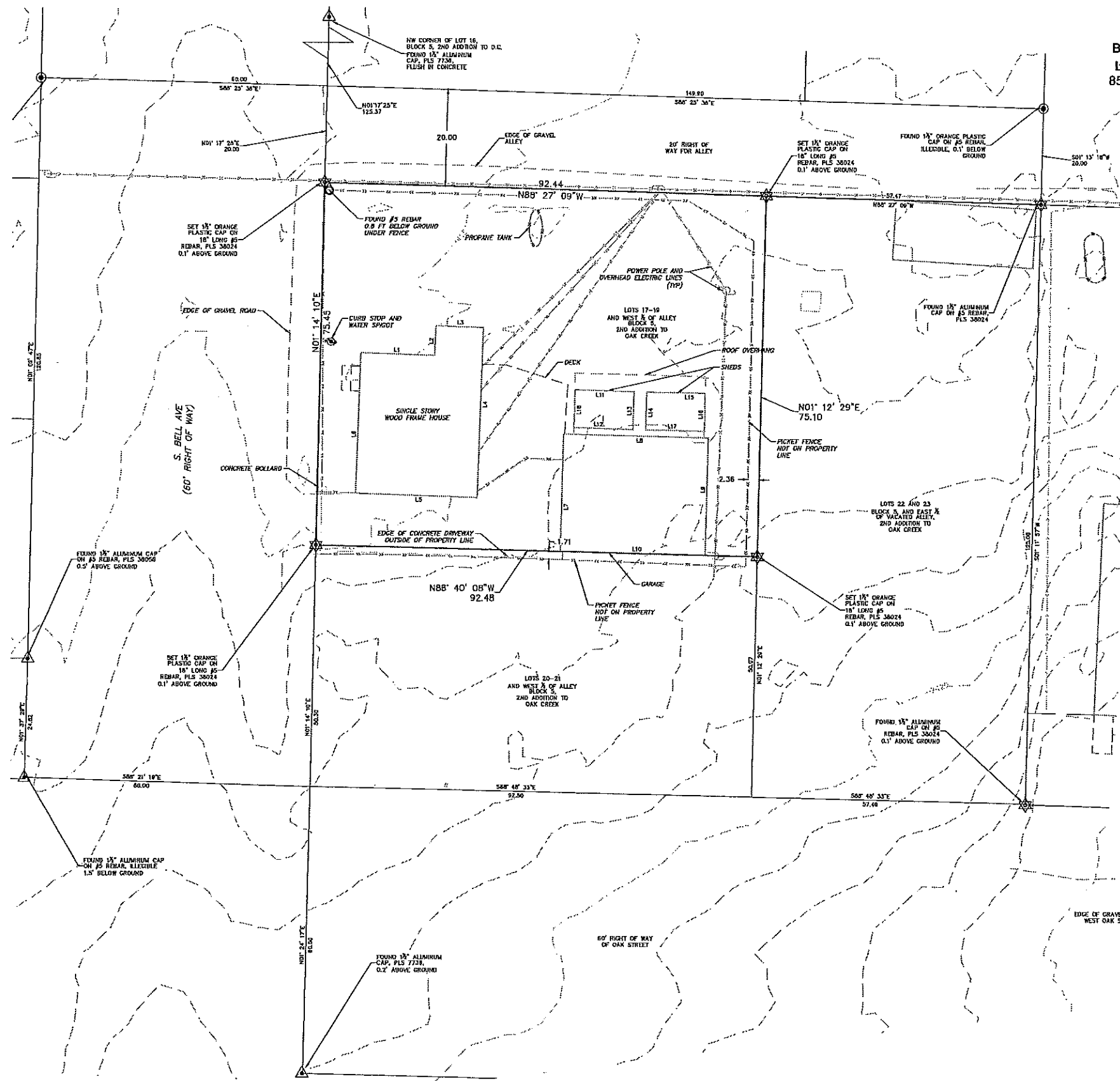
Included in this application

Filing Fee

Mailed on 7/17/24

Proof of Ownership

Copy of deed included with this application



IMPROVEMENT SURVEY PLAT

LOTS 17, 18, AND 19, AND 1/2 THE VACATED ALLEY
 BLOCK 5, 2ND ADDITION TO THE TOWN OF OAK CREEK, COLORADO
 LOCATED IN THE SE 1/4 OF SECTION 31, TOWNSHIP 4 NORTH, RANGE
 85 WEST OF THE 6TH P.M., OAK CREEK, ROUTT COUNTY, COLORADO

- NOTES:
- 1) AN IMPROVEMENT SURVEY PLAT OF LOTS 17, 18, AND 19, AND 1/2 THE VACATED ALLEY, BLOCK 5, 2ND ADDITION TO OAK CREEK ACCORDING TO THE FINAL PLAT OF THE 2ND ADDITION TO THE TOWN OF OAK CREEK, COLORADO.
 - 2) FIELD SURVEYING COMPLETED MAY 15, 2024.
 - 3) THIS CERTIFICATE DOES NOT CONSTITUTE A TITLE SEARCH BY FOUR POINTS SURVEYING AND ENGINEERING, INC. TO DETERMINE OWNERSHIP OR EASEMENTS OF RECORD. FOR ALL INFORMATION REGARDING EASEMENTS, RIGHTS-OF-WAY, OR TITLE OF RECORD, FOUR POINTS SURVEYING AND ENGINEERING, INC. RELIED UPON FINAL PLAT OF FINAL PLAT OF THE CAPITOL HILL ADDITION TO OAK CREEK AS RECORDED IN FILE NO. 1521. ORIGINAL LOTS ARE 85 FEET LONG IN THE EAST-WEST DIRECTION, THE VACATED ALLEY HAS 15 FEET WIDE.
 - 4) LOCATES FOR UTILITIES WERE NOT REQUESTED OR OBTAINED BY FOUR POINTS SURVEYING AND ENGINEERING, INC. IN CONJUNCTION WITH THIS SURVEY. UTILITY LOCATES SHOULD BE OBTAINED PRIOR TO PERFORMING ANY WORK IN THE REFERENCED AREA.
 - 5) PROPERTY CORNERS FOUND AND SET AS SHOWN HEREON BASED ON ACCEPTANCE OF ADJOINING PROPERTY CORNERS.

SURVEYOR'S CERTIFICATE

I, WALTER N. MAGILL, BEING A DULY REGISTERED LAND SURVEYOR IN THE STATE OF COLORADO, DO HEREBY CERTIFY THAT THE SURVEY (I) WAS PERFORMED BY ME OR UNDER MY DIRECT SUPERVISION, (II) HAS BEEN PREPARED IN COMPLIANCE WITH APPLICABLE LAWS OF THE STATE OF COLORADO AT THE TIME OF THIS SURVEY (III) IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

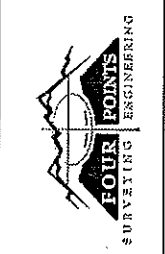
WALTER N. MAGILL, REGISTERED LAND SURVEYOR, PLS 38024
 STATE OF COLORADO



Line #	Length	Direction
L1	15.45	S88° 03' 44"E
L2	6.15	N1° 56' 18"E
L3	9.93	S60° 03' 44"E
L4	35.43	S1° 50' 18"W
L5	25.40	N88° 03' 44"W
L6	29.30	N1° 56' 18"E
L7	24.45	S1° 20' 28"W
L8	30.40	N88° 03' 32"W
L9	24.45	N1° 20' 28"E

LEGEND

- PROPERTY BOUNDARY
- ADJACENT PROPERTY BOUNDARY
- EXISTING EASEMENT
- EXISTING EDGE OF ASPHALT
- EXISTING 1" CONTOUR
- EXISTING 2" CONTOUR
- CENTER LINE OF DITCH
- EXISTING WATER LINE
- EXISTING SEWER LINE
- EXISTING UNDERGROUND ELECTRICAL
- EXISTING UNDERGROUND TELEPHONE
- EXISTING WOOD FENCE
- EXISTING CONCRETE PAVING
- EXISTING BUILDINGS



410 S. Lincoln Ave, Suite 4A
 P.O. Box 775956
 Steamboat Springs, CO 80407
 (970)-871-6772
 www.fourpointssurveying.com

NO.	DATE	REVISIONS

LOTS 17, 18, AND 19, BLOCK 5,
 2ND ADDITION TO OAK CREEK
 215 BELL AVENUE
 OAK CREEK, CO 80467

Horizontal Scale



Contour Int.: 1' R
 DATE: 5-20-2024
 JOB #: 2442-081
 DESIGN BY: WNM
 REVIEW BY:

IMPROVEMENT SURVEY PLAT

SHEET #
1

OAK CREEK RESIDENCE ADDITION/RENOVATION

215 BELL AVENUE
OAK CREEK, COLORADO 80467

Andrews ARCHITECTURE LLC
TANLEY R. ANDREWS AIA NCARB
SANTA FE, NM 87508
VILA CT.
stanandrews@comcast.net
303.324.4260 BELL

OAK CREEK RESIDENCE
ADDITION/RENOVATION
215 BELL AVENUE
OAK CREEK, COLORADO 80467

SYMBOLS LEGEND

FLOOR PLAN LEGEND

	NEW FULL HEIGHT WALL
	EXISTING WALL - TO BE REMOVED
	EXISTING WALL - TO REMAIN
ROOM NAME 201	ROOM TAG
	DOOR SWING
	DIMENSION STRING
	ELEVATION DRAWING REFERENCE
	PLAN DETAIL REFERENCE
	SECTION DETAIL REFERENCE
	REVISION CLOUD AND REVISION NUMBER
	EQUIPMENT OR APPLIANCE

DRAWING INDEX

SURVEY	DATE
1 SURVEY EXISTING SITE	5/20/2024

ARCHITECTURAL	DATE
A0.1 COVER SHEET, SITE PLAN	5/28/2024
A1.1 DEMOLITION PLANS	6/28/2024
A2.1 NEW FLOOR PLAN	6/28/2024
A2.2 ELEVATIONS	6/28/2024

PROJECT INFORMATION

PROJECT DESCRIPTION
THIS PROJECT IS AN ADDITION & RENOVATION OF THE EXISTING RESIDENCE. IT CONTAINS ARCHITECTURAL, STRUCTURAL, MECHANICAL, & ELECTRICAL CHANGES AS DESCRIBED IN THESE DOCUMENTS.

PROJECT OWNER
CONTACT: SHANNON OLIVER & EMILIE BUSCAI

ARCHITECT
ANDREWS ARCHITECTURE, LLC
6 AVILA CT.
SANTA FE, NM 87508
CONTACT: STAN ANDREWS, AIA
stanandrews@comcast.net
(303) 324-4260 CELL/TEXT

STRUCTURAL ENGINEERING

CONTACT:

MECHANICAL ENGINEERING

CONTACT:

ELECTRICAL ENGINEERING

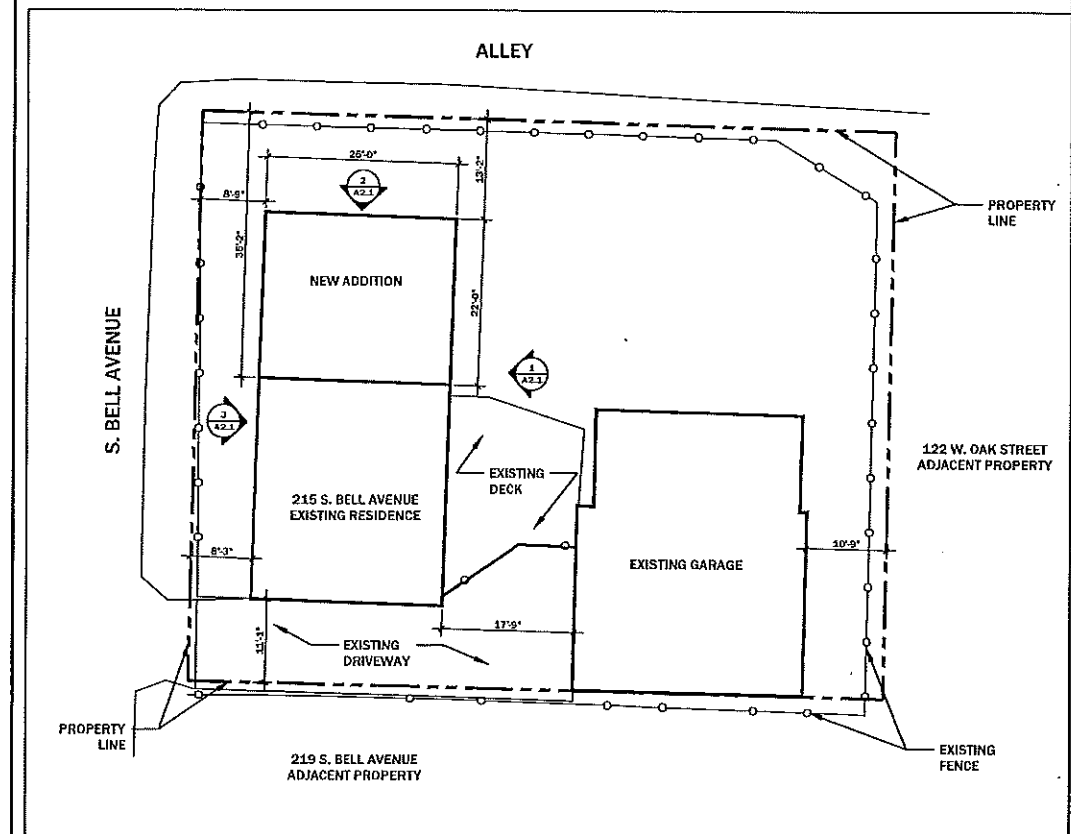
CONTACT:

GENERAL NOTES

- ALL DIMENSIONS ARE FROM THE FINISHED SURFACE OF NEW WALLS AND FROM THE FINISHED FACE OF EXISTING WALLS.
- ERECT AND MAINTAIN DUST-PROOF PARTITIONS AND CLOSURES AS REQUIRED TO PREVENT SPREAD OF DUST, NOISE, AND FLAMES TO OCCUPIED AREAS OF THE BUILDING AND TO PROVIDE FREE AND SAFE PASSAGE OF PERSONNEL AND GENERAL PUBLIC TO AND FROM OCCUPIED AREAS OF THE BUILDING.
- PROVIDE PROTECTION FROM DAMAGE DURING DEMOLITION AND CONSTRUCTION WORK OF FLOOR AND FINISHED SURFACES THAT ARE TO REMAIN.
- REMOVE PROTECTIONS AT COMPLETION OF WORK. PROMPTLY REPAIR DAMAGES CAUSED TO ADJACENT FACILITIES BY DEMOLITION AND/OR CONSTRUCTION WORK AT NO COST TO
- THE CONTRACTOR SHALL MAINTAIN THE EXISTING STRUCTURAL & FIREPROOFING INTEGRITY THROUGHOUT THE ENTIRE PROJECT AREA.
- CONTRACTOR SHALL PROVIDE ADEQUATE BLOCKING IN WALLS TO RECEIVE ALL ATTACHED EQUIPMENT, PLUMBING FIXTURES, OWNER, MILLWORK, CASEWORK, ETC. NOTE ALL FRAMING OR CONCEALED BLOCKING SHALL BE METAL OR FIRE RETARDANT TREATED WOOD.
- CONTRACTOR SHALL PATCH AND REPAIR WALLS, FLOOR AND CEILING AS REQUIRED FOLLOWING DEMOLITION OF EXISTING PARTITIONS AND EXISTING FINISHES.
- WHERE NEW PARTITIONS ADJOIN EXISTING SHELL PARTITIONS, THE NEW PARTITION FINISH SHALL ALIGN WITH EXISTING FINISH, UNLESS OTHERWISE NOTED.
- PROVIDE SMOOTH AND FLUSH TRANSITION BETWEEN ALL NEW AND EXISTING FINISHES.
- PRIOR TO PAINTING EXISTING WALLS, REMOVE ALL NAILS AND SCREWS AND FILL HOLES
- PRIOR TO ACCEPTANCE OF THIS WORK, THE CONTRACTOR SHALL VISIT THE SITE AND BE FAMILIAR WITH THE CONDITIONS UNDER WHICH THE WORK IS TO BE PERFORMED.
- THE CONTRACTOR SHALL REVIEW, APPROVE AND SUBMIT TO THE ARCHITECT SAMPLES, PRODUCT DATA AND SHOP DRAWINGS PRIOR TO INSTALLATION. BY DOING SO, THE CONTRACTOR REPRESENTS THAT HE HAS VERIFIED FIELD CONDITIONS AND MEASUREMENTS.

SITE DATA

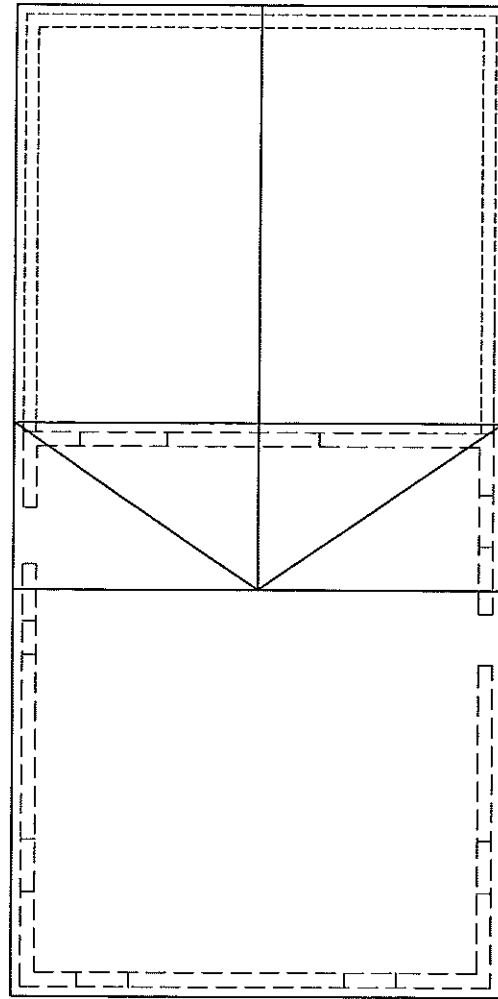
EXISTING HOUSE	744 SQ.FT.
ADDITION	550 SQ.FT.
EXISTING GARAGE	1,018 SQ.FT.
TOTAL BUILDING	2,312 SQ.FT.
LOT SIZE	6,978 SQ.FT.
BUILDING COVERAGE	33%



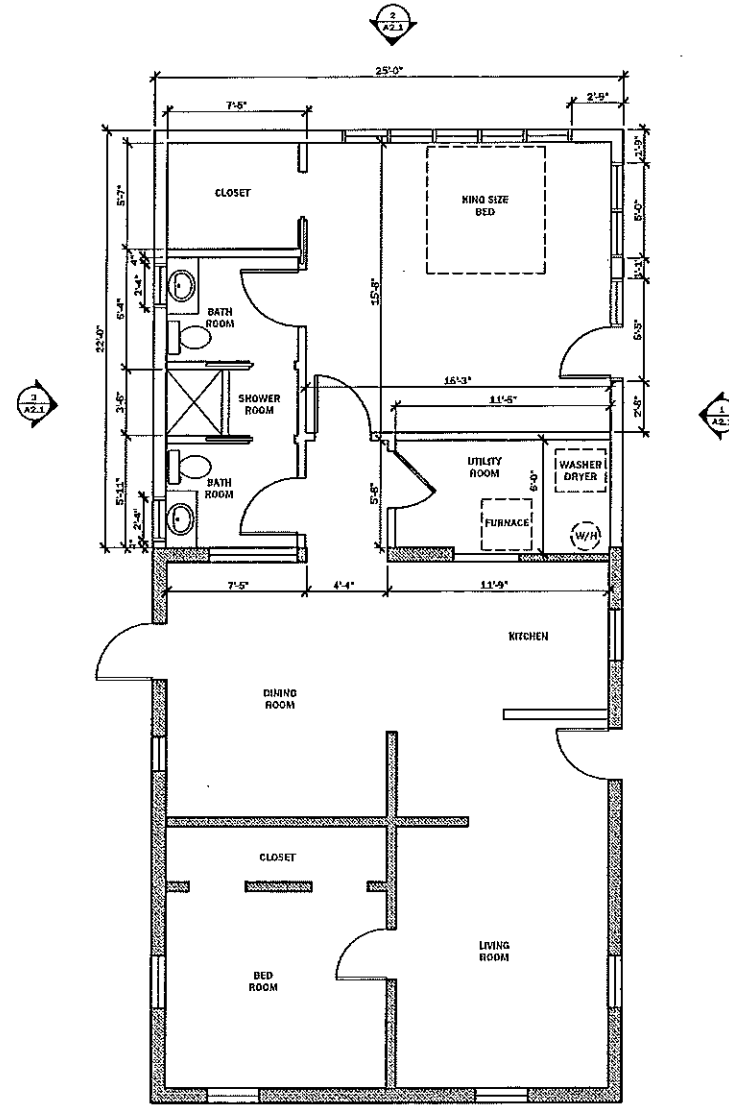
1 NEW SITE PLAN
1" = 10'-0"
NORTH

DRAWING CONTENTS:
COVER SHEET
SITE PLAN
ISSUED FOR:
DATE: 6/28/2024
REVISIONS:

SHEET NO:
A0.1



2 — **NEW ROOF PLAN**
1/4" = 1'-0" 
NORTH



1 — **NEW FLOOR PLAN**
1/4" = 1'-0" 
NORTH

GENERAL NOTES

1. ALL DIMENSIONS ARE FROM THE FINISHED SURFACE OF NEW WALLS & FROM THE FINISHED FACE OF EXISTING WALLS UNLESS OTHERWISE NOTED.
2. VERIFY ROUGH DIMENSIONS OF ALL EQUIPMENT AND CASEWORK.
3. PROVIDE ADEQUATE BLOCKING IN WALLS TO RECEIVE ALL EQUIPMENT, PLUMBING FIXTURES, AND CASEWORK. ALL BLOCKING SHALL BE FIRE RETARDANT TREATED WOOD OR SHEET METAL.
4. FOR EQUIPMENT AND ACCESSORIES, THE FOLLOWING ABBREVIATIONS APPLY:
 OFOI OWNER FURNISHED, OWNER INSTALLED.
 OFCI OWNER FURNISHED, CONTRACTOR INSTALLED.
 CFPI CONTRACTOR FURNISHED, OWNER INSTALLED.
 CFCI CONTRACTOR FURNISHED, CONTRACTOR INSTALLED.

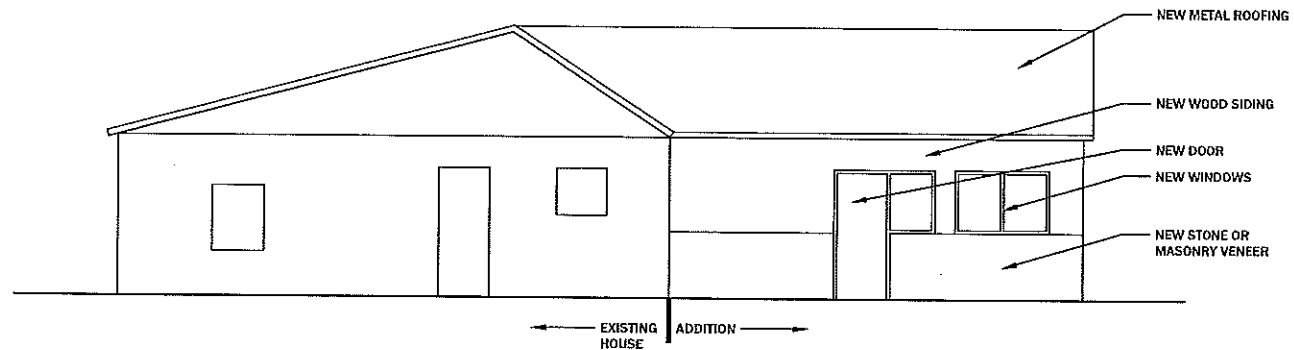
KEY NOTES

Andrews ARCHITECTURE LLC
 STANLEY R. ANDREWS AIA NCARB
 6 AVILA CT. SANTA FE, NM 87508
 stanandrews@comcast.net 303.324.4260 CELL

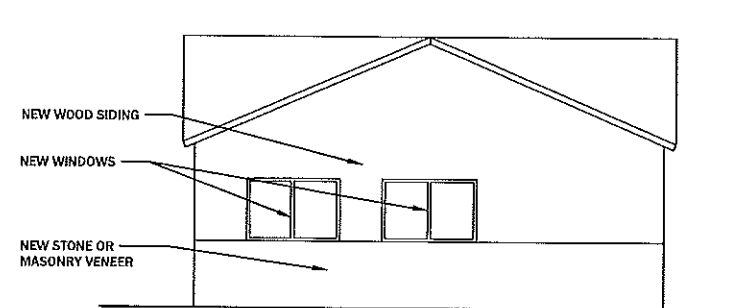
**OAK CREEK RESIDENCE
 ADDITION/RENOVATION**
 2415 BELL AVENUE
 OAK CREEK, COLORADO 80467

DRAWING CONTENTS:
 FLOOR PLAN
 ROOF PLAN
 ISSUED FOR:
 CONSTRUCTION DOCUMENTS
 DATE: 6/28/2024
 REVISIONS:

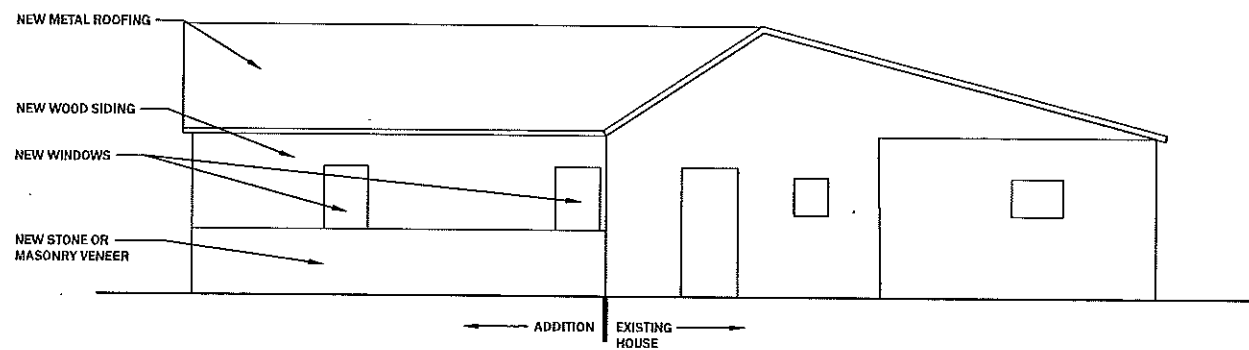
SHEET NO:
A2.1



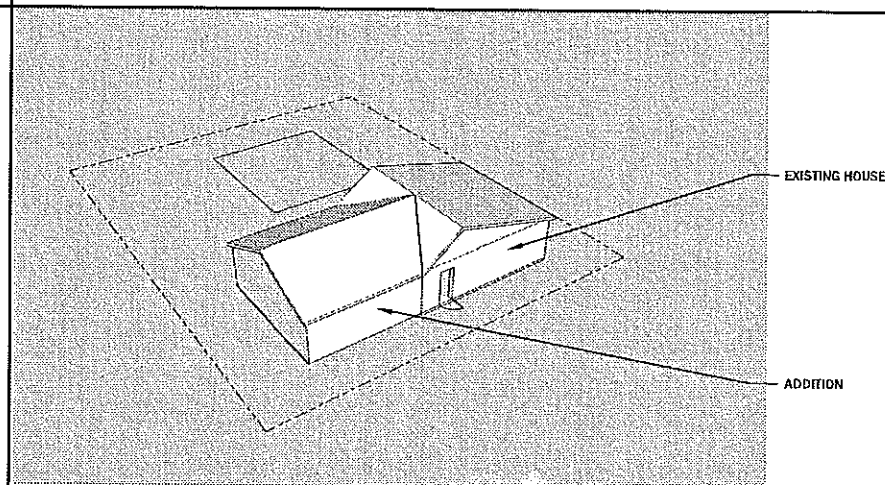
1 EAST SIDE ELEVATION
1/4" = 1'-0"



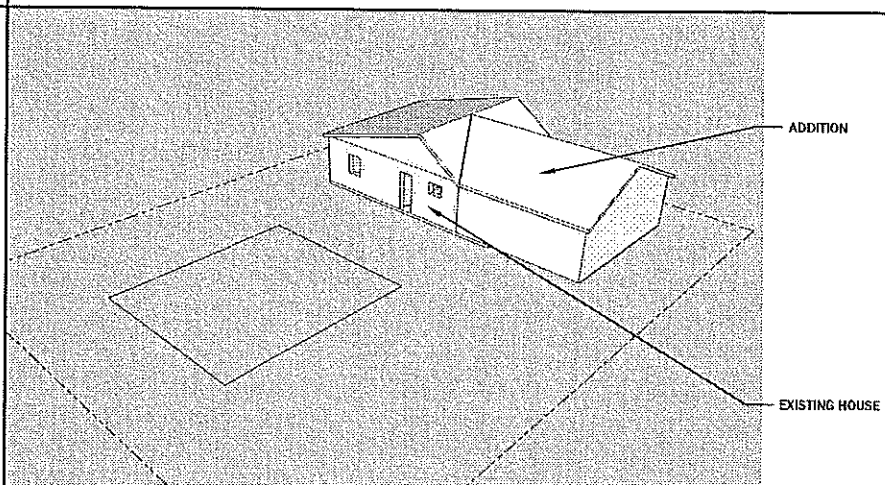
2 NORTH SIDE ELEVATION
1/4" = 1'-0"



3 WEST SIDE ELEVATION
1/4" = 1'-0"



4 BIRDSEYE VIEW
LOOKING NORTHEAST
NO SCALE



5 BIRDSEYE VIEW
LOOKING SOUTHEAST
NO SCALE

Andrews ARCHITECTURE LLC

STANLEY R. ANDREWS AIA NCARB
6 AVILA CT.
SANTA FE, NM 87508
stanandrews@comcast.net
303.324.4260 CELL

OAK CREEK RESIDENCE
ADDITION/RENOVATION

2115 BELL AVENUE
OAK CREEK, COLORADO 80417

DRAWING CONTENTS:

ELEVATIONS
SECTIONS

ISSUED FOR: CONSTRUCTION DOCUMENTS

DATE: 6/28/2024

REVISIONS:

SHEET NO:

A2.2



COMMUNICATION FORM

DATE: October 10, 2024
ITEM: Oaktobberfest Revocable Permit – Claire Scanlon, Mica Gardenscapes
ATTACHED: Revocable Permit Agreement (Draft)

BOARD ACTION: X ACTION ITEM
 DIRECTION REQUESTED
 INFORMATION

REQUEST OR ISSUE: Consideration for approval and authorization to sign a Revocable Permit authorizing Claire Scanlon, Mica Gardenscapes, to close a N Sharp Street, between Main Street and the alley, to hold Oaktobberfest activities on Saturday, October 19, 2024

RECOMMENDED ACTION: That the Board approve and authorize the signing of the a Revocable Permit authorizing Claire Scanlon, Mica Gardenscapes, to close a N Sharp Street, between Main Street and the alley, to hold Oaktobberfest activities on Saturday, October 19, 2024 subject to the receipt of a Certificate of Insurance as detailed in the language of the Revocable Permit Agreement.

BACKGROUND INFORMATION: Claire Scanlon, Mica Gardenscapes, is proposing to use a portion of N Sharp Avenue located north of Main Street and south of the alley as part of the activity area for the October 19th Oaktobberfest. This will extend the use area from the Downtown Park to include that area of N Sharp Street also used for the Farmer’s Market.

FISCAL IMPACTS: No direct costs to the Town, and activities in the downtown area support area businesses and potential generate increased sales tax revenues for the Town.

LEGAL ISSUES: Event liability and indemnification, addressed as a requirements within the Revocable Permit Agreement, provide coverages for the Town and public.

CONFLICTS OR ISSUES: The applicant, as experienced in previous years, believe that interest in this event will be bigger than the Main Street Park can contain and use of the roadway as proposed will appropriately address spillover related to the event. Access to surrounding properties for public safety, resident and business purposes is provided by the use of alternative areas as proposed. The Public Works and Emergency Response agencies have been advised that this event will be taking place and the 100 block of North Sharp Street may be closed.

SUMMARY AND ALTERNATIVES: See above information.

REVOCABLE PERMIT AGREEMENT

BETWEEN

TOWN OF OAK CREEK

AND

CLAIRE SCANLON

This **Revocable Permit** (“Permit”) is entered into this 10th day of October, 2024 by and between the Town of Oak Creek, Colorado (“Town”) as owner of Sharp Street, Oak Creek, Colorado, ORIGINAL TOWN OF OAK CREEK (“Town Property”) and Claire Scanlon (“Permittee”) as Owner of Mica Gardenscapes for use of a portion of Sharp Street lying adjacent to 101 E. Main Street, as described herein, including the attachments hereto, and referred herein as “Permitted Space” on October 19, 2024.

Deposit: the Permittee(s) shall provide a cash deposit to the Town in the amount of \$250.00, the receipt of which is hereby acknowledged, that the Town will use to clean-up the Permitted Space and property nearby or adjacent to the Permitted Space; to remove equipment, remove structures and remove any property of the Permittee(s), Permittee employees, or any person or business associated with the Permittee, upon three days written notice to the Permittee. Town will use deposit to remove rubbish, litter and debris from the Permitted Space and property nearby or adjacent to the Permitted Space.

Use: The Town hereby grants a revocable permit to the Permittee for one (1) day, to use a portion of the above described property and as shown on a site plan “Attachment A” to this Permit, herein this Permit referred to as “Permitted Space”, located immediately westerly of 101 E. Main Street, Oak Creek, Colorado, for the purposes stated in the Permittee’s Proposal: *Oaktobefest 2024 Schedule w/Notes*, as delineated in the attached Attachment B and as stated herein. By virtue of this Permit, the Permittee shall be permitted to use Permitted Space of the Sharp Street Right-of-Way shown on said Attachment A, on October 19, 2024 and subject to the terms and conditions of this Permit. Permittee shall not obstruct Town snow storage use or Town events. Permittee shall abide by the Municipal Codes.

Liability and Insurance: The Permittee shall be responsible for the safety of the general public, event participants, event volunteers and event employees. Any personal injury or property damage, or other injury or damage arising from, associated with, or caused by the construction, use, maintenance, repair or existence of this Permitted space, or the issuance of this Permit, is the exclusive responsibility of the Permittee. The Permittee hereby agrees to indemnify, defend, protect and save harmless the Town, its officers, agents and employees from and against all claims, suits, actions, liability, loss, damage, attorneys’ fees and court costs, and expense arising

from, associated with, or caused by the construction, use, maintenance, repair, or existence of this encroachment, or the issuance of this Permit.

Permittee shall furnish the Town a certificate of insurance evidencing liability insurance concerning the Permitted space and associated premises with minimum limits of \$1,000,000, including the Town, its officers and its employees, as primary, non-contributory additional insureds, and provide that said insurance may not be cancelled except upon no less than thirty (30) days written notice to the Town.

Term: This Permit shall be issued for a term beginning no sooner than date(s) noted above and shall be effective until revoked or until such use of the Permitted Space for the purposes herein ceases whichever occurs first. This Permit is revocable by the Town of Oak Creek's Board of Trustees at its pleasure with written notice to the Permittee.

The Permittee hereby acknowledges that the Permitted Space use is revocable by the Town Board. Permittee further covenants and agrees that upon the withdrawal or revocation of the Permit at the pleasure of the Board of Trustees that they will immediately without delay remove anything not owned by the Town of Oak Creek and restore the Town property to the condition it was previous to the granting of this Permit including, and not limited to, removal of any and all structures, fixtures, equipment and commercial property not owned by the Town but lying within, nearby and/or adjacent to the Permitted space.

TOWN OF OAK CREEK, COLORADO

Melissa Dobbins, Mayor

Attest:

Mary Alice Page-Allen
Interim Town Administrator/Clerk

PERMITTEE(S)

Claire Scanlon, Owner
Mica Gardenscapes

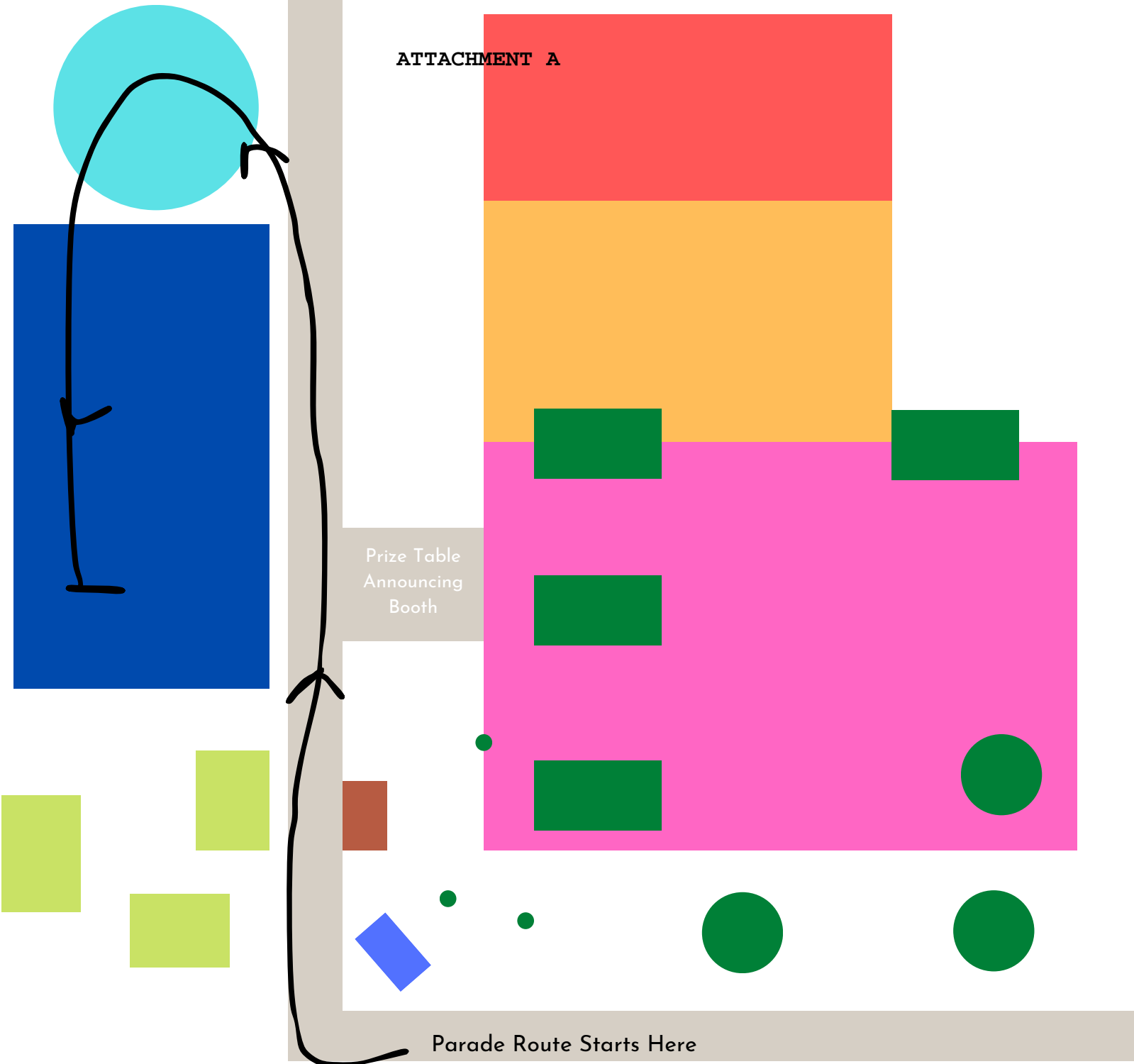
/
/
/

STATE OF COLORADO)
)ss
COUNTY OF ROUTT)

The foregoing instrument was acknowledged before me this ____ day of _____, 2024 by Claire Scanlon.

(S E A L)

Notary Public



ATTACHMENT A

Prize Table
Announcing
Booth

Parade Route Starts Here

Existing Town Tables
Trash can, bike tools &
signs

Concessions + Water
Pie + Chili Contest

Street Chalk +
Free Games

Area For Games
+ Facepainting

Extra Trash Cans

Maze

Contest Area

Check In Table
W/ Water Station

Pumpkin Patch
Pumpkin Decorating

Oaktobberfest Proposed Site Plan

ATTACHMENT B

Oaktobefest 2024- Schedule w/ NOTES

Saturday, October 19th

10:30am-2pm

****SRCE FUNDRAISER****

8-10:00am set up - signs for games, check in, arrange tables + pop ups, set up sidewalk chalk games

10:00am Check In Begins

10:30am Pet + Costume Parade

Line up on Main St starting at Oak Creek Tavern, walk up sharp Street and make a loop, ending at corner of Oak Creek Tavern, lining up towards Blue Heron

11-2pm Games

- **Face Painting**
- **Games:**
 - (1) -ring toss
 - (2) -bozo clown game
 - (3) -bean bag toss
- **Pumpkin Decorating**
- **Free street games - sidewalk chalk, apple tosses, Maze**

Contests

- **11am Maze Race**
- **12pm Wood Stacking Contest - No Hands Allowed!**
- **1230pm Egg race**
- **1:00pm Tug o War**
- **1:30pm Musical Chairs**

12-2pm Concessions: Brats, Chips, Fruit Cups - water station will be set up

11-2pm Snow Cones + Cotton Candy

11-2pm PIE + CHILI CONTEST

2pm – Raffle Winners Announcing

Announce both Main Street Raffle for adults and Oaktobefest activity raffles



COMMUNICATION FORM

DATE: October 10, 2024
ITEM: Texter Mountain Construction - Revocable Permit – Library Building
ATTACHED: Revocable Permit Agreement

BOARD ACTION: X ACTION ITEM
 DIRECTION REQUESTED
 INFORMATION

REQUEST OR ISSUE: Ratification of approval and signing of a Revocable Permit for Texter Mountain Construction as contractor for the South Routt Library District for use of Town Property adjacent to 117 W Main Street to complete a siding, window and door project

RECOMMENDED ACTION: That the Board ratify the approval and the signing of the a Revocable Permit authorizing Texter Mountain Construction as contractor for the South Routt Library District to use the sidewalk along Main Street and the public parking area adjacent to the library building to stage and complete a siding, window and door project.

BACKGROUND INFORMATION: Billy Texter, Texter Mountain Construction, requested the issuance of a Revocable Permit Agreement so work could begin on the siding, window and door project for the library building located at 117 W Main Street as of October 1st. After review of the Construction Management Plan by the Public Works Director and the Building Permit by the Interim Town Administrator/Clerk, it was determined to be appropriate to move forward with the signing and issuance of the Revocable Permit Agreement to avoid weather related impacts on the project.

FISCAL IMPACTS: None expected.

LEGAL ISSUES: Liability and indemnification, addressed as a requirement within the Revocable Permit Agreement, provide coverages for the Town and public.

CONFLICTS OR ISSUES: Notice to surrounding businesses who use the parking area was provided by the contractor in compliance with the request of the Public Works Director.

SUMMARY AND ALTERNATIVES: See above information.

REVOCABLE PERMIT AGREEMENT

BETWEEN

TOWN OF OAK CREEK

AND

TEXTER MOUNTAIN CONSTRUCTION

This Revocable Permit (“Permit”) is a contract and entered into this 1ST day of October, 2024 by and between the Town of Oak Creek, Colorado (“Town”) as owner of the sidewalk along Main Street as dedicated and shown on the ORIGINAL TOWN OF OAK CREEK, County of Routt, State of Colorado and specifically adjacent to Lots 8, 9 and 10, Block 2, ORIGINAL TOWN OF OAK CREEK, County of Routt, State of Colorado and as an interested party in Lot 10, Block 2, as shown on the ORIGINAL TOWN OF OAK CREEK (“Town Property”), and Texter Mountain Construction (“Permittee”) as the contractor for the South Routt Library District on the Lots 8, 9 and 10, Block 2, ORIGINAL TOWN OF OAK CREEK, County of Routt, State of Colorado (“Permittee Property”).

The Town hereby grants a revocable permit to the Permittee to use the Town Property for a period beginning October 1, 2024 to complete a siding, window and door project as identified in the Construction Management Plan (CMP) for Oak Creek Library Renovation attached hereto and incorporated herein by this reference. By virtue of this Permit, the Permittee shall be permitted to encroach on and use the Town Property subject to the terms and conditions of this Permit.

The Permittee, and each partner, employee or individual, jointly and severally, shall be responsible for the maintenance of the encroachment. Any personal injury or property damage, or other injury or damage arising from, associated with, or caused by the use, maintenance, repair or existence of the use or encroachment, or the issuance of this Permit, is the exclusive responsibility of the Permittee. To the fullest extent permitted by law, the Permittee 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 Event, 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 Permittee or any subcontractor of the Permittee, or any officer, employee, volunteer or agent of the Permittee or any subcontractor, or any other person for whom Permittee is responsible. The Permittee 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 Permittee'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.

Permittee shall furnish the Town a certificate of insurance evidencing liability insurance with combined single limits of \$1,000,000 each occurrence and \$2,000,000 aggregate, include the Town, its officers and its employees on a primary and non-contributory additional insureds basis, and provide that liability insurance policies may not be cancelled except upon no less than thirty (30) days written notice to the Town.

This Permit shall be issued for a term beginning no sooner than October 1, 2024 and shall be effective until revoked or until November 30, 2024 whichever occurs first. This Permit may be renewed and is revocable by the Board of Trustees at its pleasure with written notice to the Permittee.

The Permittee hereby acknowledges that the encroachment is capable of revocation. Permittee further covenants and agrees that upon the withdrawal or revocation of the Permit at the pleasure of the Board of Trustees that they will remove the encroachment and restore the Town Property to the condition it was previous to the granting of this Permit including removal of any and all structures within the Town Property.

TOWN OF OAK CREEK, COLORADO

Mary Alice Page-Allen
Interim Town Administrator/Clerk

Attest:

Terri L. Griffin
Deputy Clerk



By: _____

Billy Texter

Its:

STATE OF COLORADO)
)ss
COUNTY OF ROUTT)

The foregoing instrument was acknowledged before me this ____ day of _____, 2023 by Billy Texter, Texter Mountain Construction.

(S E A L)

Notary Public

Permittee shall furnish the Town a certificate of insurance evidencing liability insurance with combined single limits of \$1,000,000 each occurrence and \$2,000,000 aggregate, include the Town, its officers and its employees on a primary and non-contributory additional insureds basis, and provide that liability insurance policies may not be cancelled except upon no less than thirty (30) days written notice to the Town.

This Permit shall be issued for a term beginning no sooner than October 1, 2024 and shall be effective until revoked or until November 30, 2024 whichever occurs first. This Permit may be renewed and is revocable by the Board of Trustees at its pleasure with written notice to the Permittee.

The Permittee hereby acknowledges that the encroachment is capable of revocation. Permittee further covenants and agrees that upon the withdrawal or revocation of the Permit at the pleasure of the Board of Trustees that they will remove the encroachment and restore the Town Property to the condition it was previous to the granting of this Permit including removal of any and all structures within the Town Property.

TOWN OF OAK CREEK, COLORADO

Mary Alice Page-Allen
Interim Town Administrator/Clerk

Attest:

Terri L. Griffin
Deputy Clerk


PERMITTEE
Texter Mountain Construction

By: 
Billy Texter
Its:

STATE OF COLORADO)
)ss
COUNTY OF ROUTT)

The foregoing instrument was acknowledged before me this 30 day of September, ~~2023~~ 2024 by Billy Texter, Texter Mountain Construction.

(SEAL)


Notary Public

CINDY K HASSIG
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID #19944015538
MY COMMISSION EXPIRES NOVEMBER 1, 2025



REVOCABLE
PERMIT, 116 E.
MAIN STREET,
SIGN

ABSTRACT

David Torgler

Construction Management Plan (CMP) for Oak Creek Library Renovation

Oak Creek Library Renovation

117 E Main St, Oak Creek, CO 80467

PRRN241173

Texter Mountain Construction

1. Project Overview

This project involves the replacement of 41 windows and 3 exterior doors at the Oak Creek Library. Additionally, new metal siding will be installed on the lower portion of the building, while LP SmartSide Diamond Kote will be applied to the upper portion. All work will comply with Routt County Building Department regulations and will undergo the necessary inspections.

2. Site Management and Logistics

- Material and dumpster staging will be located in the rear of the parking lot and will be barricaded for safety.

- A 15-yard dumpster will be utilized to manage waste, and a dump trailer will hold removed windows for transport to Milner's Re-Use It Center at Twin Enviro Landfill.

- ****Access and Parking: ****

- The project will aim to avoid using parking areas on Main Street (CO131).

- Approximately 2/3 of the library parking lot will be needed for the dump trailer, dumpster, man-lift, project materials and safety areas.

- We anticipate having a few parking spots available for use.

- While tasking is being completed on the front elevation, there may be a need for the man-lift to have 2 tires on the parking area in front of the building. If this does take place, cones and caution tape will be utilized to warn traffic but we DO NOT INTEND to block traffic on CO131 in any way.

3. Safety Management

- Daily safety talk with workers

- Proper PPE for tasking to be utilized at all times .

- Areas directly below working areas will be barricaded for public safety.

- On the days when work is conducted on the front elevation, the sidewalk will be closed, ensuring minimal disruption to the public.

- Work on the library's front siding will be coordinated with library closure days. If work extends beyond one day, the sidewalk will be cleaned and opened to maintain public access until work resumes. Remaining tasks will be completed during hours that the library is closed eliminating safety concerns with patrons entering and existing the library. Texter Mountain Construction will obtain a list of business tenants on the second level of the building and be in close communication with them to ensure their safety coming and going to their offices.

4. Environmental Management

- Old windows will be available for free to any interested parties before they are taken to the re-use-it center at Twin Enviro Landfill.

- Twin Enviro 15Yd dumpster to be utilized.

5. Quality Control and Assurance

- Quality Control (QC) to be conducted by Texter Mountain Construction along with Routt County Building Department.

- All required inspections will be scheduled and completed by the Routt County Building Department.

6. Resource Management

- A man-lift will be used on the parking lot and front elevations.

- Pump jacks will be employed on the rear and museum side of the building.

- A Telehandler will also be available for use if needed

7. Communication Plan

Stakeholders

1. Oak Creek Library Board'
2. Town of Oak Creek
3. Business tenants of the building on level 2

- Weekly progress meetings will be conducted to update stakeholders on project status and any changes to logistics or timelines. Via email.

8. Timeline and Schedule

- Proposed Work Schedule: 07:00 – 17:00

- Work will be scheduled to minimize library disruption, particularly focusing on days when the library is closed.



OAK CREEK LIBRARY RENOVATION

ABSTRACT

This Construction Management Plan (CMP) outlines the renovation of the Oak Creek Library, focusing on replacing windows, doors, and installing new siding. Under Routt County Permit No. PRRN241173, Texter Mountain Construction will ensure regulatory compliance and safety through necessary inspections. The plan emphasizes site logistics, waste management, and public safety by coordinating work during library closures and managing work zones.

Construction Management Plan (CMP) for Oak Creek Library Renovation

Oak Creek Library Renovation

117 E Main St, Oak Creek, CO 80467

PRRN241173

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- Work will be scheduled to minimize library disruption, particularly focusing on days when the library is closed.

Library Hours:

Saturday 10 AM–2 PM

Sunday Closed

Monday 10 AM–5 PM

Tuesday 1–5 PM

Wednesday 10 AM–5 PM

Thursday Closed

Friday 10 AM–5 PM

9. Legal and Regulatory Compliance

- ****Permitting and Inspections: ****

- All work will be performed under the oversight of the Routt County Building Department, ensuring compliance with all local building codes and safety regulations.

10. Post-Construction Management

- ****Site Clean-Up: ****

- Following project completion, the site will be cleared of all construction materials and debris, and the parking lot will be restored to its original condition. Sidewalks will be cleaned and cleared of all debris.

Safety Protocols

- The safety of workers and the public is the priority during this project. All site workers will be trained in safety protocols, and routine safety audits will be conducted.

This CMP will be reviewed regularly throughout the duration of the project to ensure effectiveness and compliance with all safety and regulatory standards. Adjustments will be made as necessary to accommodate changing conditions on the job site or in response to stakeholder feedback.

This CMP outlines a structured approach to managing the Oak Creek Library renovation project, ensuring that safety, efficiency, and compliance are prioritized throughout the process.

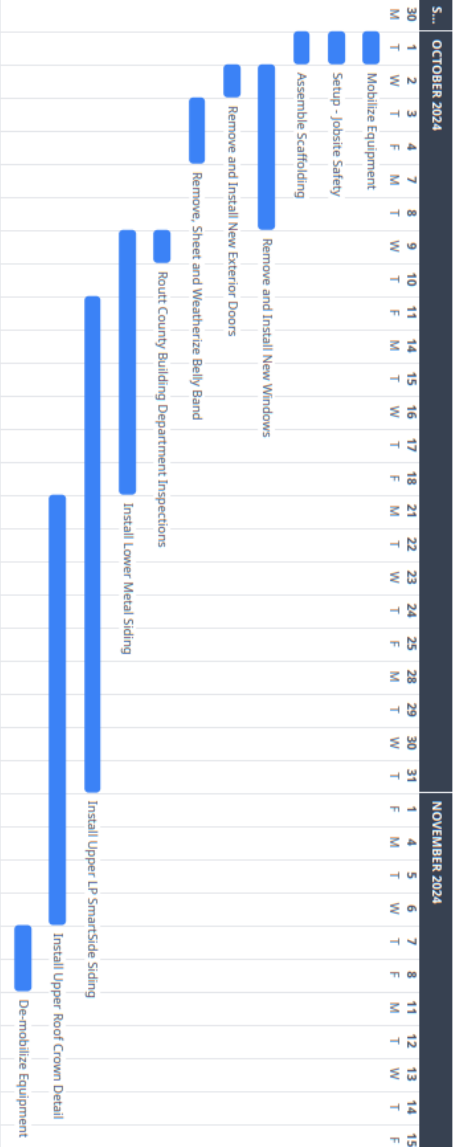
Oak Creek Library Construction Layout





OAK CREEK LIBRARY / OAK CREEK LIBRARY Siding and Window Project Schedule

NAME	%	✓	📅	🕒	📈	S...
Overall		<input type="checkbox"/>	Tue, Oct 1	29		30 M
Mobilize Equipment		<input type="checkbox"/>	Tue, Oct 1	1		1 T
Setup - Jobsite Safety		<input type="checkbox"/>	Tue, Oct 1	1		2 W
Assemble Scaffolding		<input type="checkbox"/>	Tue, Oct 1	1		3 T
Remove and Install New Windows		<input type="checkbox"/>	Wed, Oct 2	5		4 F
Remove and Install New Exterior Doors		<input type="checkbox"/>	Wed, Oct 2	1		7 M
Remove, Sheet and Weatherize Belly Band		<input type="checkbox"/>	Thu, Oct 3	2		8 T
Route County Building Department Inspections		<input type="checkbox"/>	Wed, Oct 9	1		9 W
Install Lower Metal Siding		<input type="checkbox"/>	Wed, Oct 9	8		10 T
Install Upper LP SmartSide Siding		<input type="checkbox"/>	Fri, Oct 11	15		11 F
Install Upper Roof Crown Detail		<input type="checkbox"/>	Mon, Oct 21	13		14 M
De-mobilize Equipment		<input type="checkbox"/>	Thu, Nov 7	2		15 T





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/30/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME: Dianne Gentry	
Alpine Insurance Agency, Inc.		PHONE (A/C. No. Ext): (970) 879-2265	FAX (A/C. No):
1169 Hilltop Pkwy, #205A		E-MAIL ADDRESS: dianne@alpineinsurancebrokers.com	
Steamboat Springs CO 80487		INSURER(S) AFFORDING COVERAGE	
		INSURER A: GEMINI INSURANCE SERVICES	NAIC # 10833
INSURED		INSURER B: *ACUITY	14184
Texter Mountain Construction		INSURER C:	
311 Myers St		INSURER D:	
Oak Creek CO 80467		INSURER E:	
		INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			VCGP031710	04/23/2024	04/23/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			ZV1807	04/23/2024	04/23/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			VCFX003217	04/23/2024	04/23/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 2,000,000 PR/COMP OPS AGG \$ 2,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER-STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The certificate holder listed below is an additional insured in regards to liability.

CERTIFICATE HOLDER**CANCELLATION**

The Town of Oak Creek Po Box 128 Oak Creek CO 80467	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Diana Gentry</i>

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COMMUNICATION FORM

DATE: October 10, 2024
ITEM: Resolution 2024-010 – South Routt Library District Board Appointment – Bitsy Griffin Snyder
ATTACHED: South Routt Library District Letter, September 19, 2024
Resolution 2024-010

BOARD ACTION: X ACTION ITEM
 DIRECTION REQUESTED
 INFORMATION

REQUEST OR ISSUE: Resolution 2019-010 regarding the appointment of members to the South Routt Library District Board of Trustees.

RECOMMENDED ACTION: That the Board approve Resolution 2024-010 approving the appointment of Bitsy Griffin Snyder to the South Routt Library District Board of Trustees.

BACKGROUND INFORMATION: The appointment of members to the Library District Board must be ratified by participating legislative bodies including the Town of Oak Creek, Town of Yampa, South Routt School District and the Routt County Board of Commissioners.

FISCAL IMPACTS: None known.

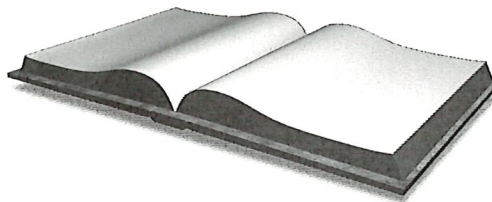
LEGAL ISSUES: If the Town Board fails to act on the appointment within sixty (60) days of the recommendation of appointment by the South Routt Library District Board of Trustees it is considered ratification of the appointment.

CONFLICTS OR ISSUES: None known.

SUMMARY AND ALTERNATIVES: As stated above.

THE SOUTH ROUTT LIBRARY DISTRICT

Post Office Box 175
Oak Creek, Colorado 80467
Phone/FAX: 970-736-8371



southrouttlibrarydistrict@gmail.com

September 19, 2024

TO: Town Board, Town of Oak Creek
PO Box 128
Oak Creek, CO 80467
Attn: Mary Alice Page-Allen, Interim Town Administrator/Clerk
clerk@townofOakCreek.com

FROM: Kasey O'Halloran, President
South Routt Library District Board of Trustees
PO Box 175
Oak Creek, CO 80467
970-736-8371, southrouttlibrarydistrict@gmail.com

Dear Ms. Page-Allen,

I am writing to request the Town of Oak Creek's approval for the following new member appointment to the South Routt Library District Board of Trustees.

By unanimous vote of the SRLD Board of Trustees Bitsy Griffin Snyder, a resident of South Routt, was appointed to the Board for a 5-year term beginning September 11, 2024 ending September 11, 2024.

Please indicate the Oak Creek Town Board's approval of this appointment via a resolution, letter, or email to the address and/or email listed above.

Thank you,

A handwritten signature in blue ink, appearing to read 'Kasey O'Halloran'. The signature is stylized and fluid.

Kasey O'Halloran, President
South Routt Library District Board of Trustees
970-736-8371

STATE OF COLORADO)
)ss.
COUNTY OF ROUTT)

RESOLUTION NO. 2024-010

**A RESOLUTION APPOINTING MEMBERS TO THE SOUTH ROUTT LIBRARY
DISTRICT BOARD OF TRUSTEES BY THE TOWN OF OAK CREEK**

WHEREAS, the management and control of the South Routt Library District is vested in a Board of not fewer than five (5) nor more than seven (7) trustees (C.R.S. 24-90-108) (1); and

WHEREAS, appointment of trustees shall be ratified by the legislative bodies of each of the participating governmental unit upon recommendation of the Board of Trustees of the South Routt Library District (C.R.S. 24-90-108) (2) (c); and,

WHEREAS, the legislative bodies of each participating governmental unit are the Routt County Board of Commissioners, the Yampa Town Board, the Oak Creek Town Board and the South Routt School District RE-3 Board of Directors; and

WHEREAS, the failure of a legislative body to act within sixty days upon a recommendation shall be considered a ratification of such appointment (C.R.S. 24-90-108) (2) (c); and,

WHEREAS, a Trustee shall be appointed for a five year term in accordance with the bylaws of the South Routt Library District (C.R.S. 24-90-108) (3) (a).

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE
TOWN OF OAK CREEK, COLORADO:**

Section 1: Bitsy Griffin Snyder, a resident of South Routt County, is hereby appointed to the South Routt Library District Board of Trustees for a term beginning September 11, 2024 and expiring September 11, 2029.

RESOLVED THIS 10th day of October, A.D., 2024.

TOWN OF OAK CREEK, COLORADO

Melissa Dobbins, Mayor

Attest:

Mary Alice Page-Allen
Interim Town Administrator/Clerk