



IGNACIO TOWN BOARD MEETING AGENDA

Monday, May 4, 2020 – 6:30 PM

Remote Public Meeting

This remote meeting is hosted by Zoom and requires Attendees to login to the Zoom meeting website at the following address: <https://zoom.us/j/125803893>, or Attendees wishing to participate by phone shall call: 669-900-6833 and key in Webinar ID Number: 125 803 893

*There is a Zoom Etiquette file on the Town website that details how Zoom meetings work and what is expected of Attendees. All Attendees will be able to hear and/or see the Town Board meeting. Attendees will be muted until the Mayor takes Attendee comments. Attendees wanting to comment must click on the “Raised Hand” tab at the bottom of the screen, or callers will have to enter *9. The Mayor will acknowledge which Attendee is to speak (by name or phone number) and the meeting host will unmute the Attendee who shall first provide their name and address before they begin their comments. Failure to follow directions or maintain meeting decorum will result in the muting of your connection. This meeting is being recorded.*

- I. **CALL REGULAR MEETING TO ORDER:** Moment of Silence, Moment of Gratitude, Reflection of Hope
- II. **ELECTION OF MAYOR PRO TEM:** C.R.S. 31-4-303
- III. **ROLL CALL**
- IV. **PUBLIC COMMENTS:** *The Town Board values public comment and allows this time for citizens to voice their thoughts and concerns. The Mayor will open the comment period and prior to addressing the Board, state your name and address and limit your comments to five (5) minutes. Meeting decorum will be maintained and failure to maintain composure and respect will result in the closure of your comment period. The Town Board and/or staff may respond to your comments or take your comments under advisement. Please do not comment on items listed on the Agenda as opportunity will be given to comment during these discussions. Thank you.*
- V. **UNFINISHED BUSINESS**
 - A. Organizational Assessment and Retreat Proposal Review and Discussion
- VI. **NEW BUSINESS**
 - A. Reappointment of Officers: C.R.S. 31-4-304 & C.R.S. 13-10-105
 - 1. Clerk/Treasurer – Tuggy Dunton
 - 2. Chief of Police – Kirk Phillips
 - 3. Attorney – David Liberman
 - B. Public Hearing on Porky’s Smokehouse Liquor License Application
 - C. COVID-19 Update – San Basin Health Department Safer At Home Public Health Order
- VII. **STAFF REPORTS**
- VIII. **TRUSTEE REPORTS**
- IX. **ADJOURNMENT**

Town of Ignacio

Questions for Board Members

May 2020

Sandhya Tillotson, Sagebrush Ltd, sandhya@sagebrush.ltd

Phase I Proposal - Board & Organizational Assessment

Description:

Sagebrush Ltd proposes conducting 1:1 phone calls /video conferencing with Board Members, Interim Town Manager, and key Department Heads and providing a follow up report based on these discussions.

We will focus on identifying each individual's priority areas for the Town of Ignacio in the next several years, which will help guide strategic planning efforts as part of a cohesive, group-facilitated process in Phase 2.

The Board & Organizational Assessments will also seek to illuminate the highest and best use of individuals' passions and expertise, how they envision engaging with and furthering key strategies, and the tools and resources they need to be most effective in their roles.

Timeline:

Starting consulting calls in May 2020, and to be completed ideally in May and June, as individual's schedules allow. Sandhya is also available to provide ongoing consulting.

Scheduling:

Board Members and Staff may schedule directly in Sandhya's calendar here:

<https://calendly.com/sagebrushltd/60min-call>

1:1 Consulting Calls are offered via phone or video conferencing on Zoom.

General questions to discuss during consulting calls, may include the following:

(The consultant may also ask follow up questions, or dive into areas of interest or concern with each individual board member.)

1. Name & Role in the community. Role on the Board & How long have you been on the board? Why did you join the board? Have you served on other boards in the past?
2. What are your expectations for serving on the Town Board? Do you feel as though your expectations are being met? To what extent are the expectations put on you as a Board Member reasonable and consistent?
3. What's working with the Town Board now? What could be improved upon? What would help you feel more useful or engaged as a Board Member?

4. What are the most pressing concerns that, in your opinion, the Town will have to address in the next 12 months (COVID-19 or COVID-19 aside)?
5. What questions keep coming up again and again, either in board meetings, or from the public, that need to be addressed?
6. What long-term, big picture, and important topics remain unanswered for the Town at this point in time? What is the root cause of these issues? What resolution would you like to see on these topics? What resources, information or relationships are needed to resolve these issues?
7. What Strengths or Opportunities does the Town currently have available?
8. Vision / Goals: What are three (3) things you would like to see happen, occur or take shape in Ignacio in the next three (3) years?
9. What would success in the next 12 months look like for the Town as an organization?
10. What is the highest and best use of your time, expertise, and passion in serving on the Town Board? How would you most like to be of service going forward? What projects, or initiatives would you like to be a part of? What resources, if any, would better allow you to serve in this capacity?

Sandhya Tillotson

[Sagebrush Ltd.](#), Principal / Founder

sandhya@sagebrush.ltd

970-317-1732

[LinkedIn](#)

ToP Facilitation Methods & ToP Strategic Planning

International Association of Facilitators member

Colorado Nonprofit Association member

SW CO Small Business Development Center - Nonprofit Consultant

Durango Chamber of Commerce member

Community Resource Center Nonprofit Leadership & Management alumni

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Application Documents Checklist and Worksheet

Instructions: This checklist should be utilized to assist applicants with filing all required documents for licensure. All documents must be properly signed and correspond with the name of the applicant exactly. All documents must be typed or legibly printed. Upon final State approval the license will be mailed to the local licensing authority. Application fees are nonrefundable. **Questions? Visit:** www.colorado.gov/enforcement/liquor for more information

Items submitted, please check all appropriate boxes completed or documents submitted

I.	Applicant information <input checked="" type="checkbox"/> A. Applicant/Licensee identified <input checked="" type="checkbox"/> B. State sales tax license number listed or applied for at time of application <input checked="" type="checkbox"/> C. License type or other transaction identified <input checked="" type="checkbox"/> D. Return originals to local authority (additional items may be required by the local licensing authority) <input checked="" type="checkbox"/> E. All sections of the application need to be completed
II.	Diagram of the premises <input checked="" type="checkbox"/> A. No larger than 8 1/2" X 11" <input type="checkbox"/> B. Dimensions included (does not have to be to scale). Exterior areas should show type of control (fences, walls, entry/exit points, etc.) <input type="checkbox"/> C. Separate diagram for each floor (if multiple levels) <input type="checkbox"/> D. Kitchen - identified if Hotel and Restaurant <input type="checkbox"/> E. Bold/Outlined Licensed Premises
III.	Proof of property possession (One Year Needed) <input type="checkbox"/> A. Deed in name of the applicant (or) (matching question #2) date stamped / filed with County Clerk <input type="checkbox"/> B. Lease in the name of the applicant (or) (matching question #2) <input type="checkbox"/> C. Lease assignment in the name of the applicant with proper consent from the landlord and acceptance by the applicant <input type="checkbox"/> D. Other agreement if not deed or lease. (matching question #2)
IV.	Background information (DR 8404-I) and financial documents <input checked="" type="checkbox"/> A. Complete DR 8404-I for each principal (individuals with more than 10% ownership, officers, directors, partners, members) <input checked="" type="checkbox"/> B. Fingerprints taken and submitted to the appropriate Local Licensing Authority through an approved state vendor. Do not complete fingerprint cards prior to submitting your application. The Vendors are as follows: IdentoGO – https://uenroll.identogo.com/ Phone: 844-539-5539 (toll-free) IdentoGO FAQs: https://www.colorado.gov/pacific/cbi/identification-faqs Colorado Fingerprinting – http://www.coloradofingerprinting.com Appointment Scheduling Website: http://www.coloradofingerprinting.com/cabs/ Phone: 720-292-2722 Toll Free: 833-224-2227 <input checked="" type="checkbox"/> C. Purchase agreement, stock transfer agreement, and/or authorization to transfer license <input checked="" type="checkbox"/> D. List of all notes and loans (Copies to also be attached) <i>Lease</i>
V.	Sole proprietor/husband and wife partnership (if applicable) <input type="checkbox"/> A. Form DR 4679 <input checked="" type="checkbox"/> B. Copy of State issued Driver's License or Colorado Identification Card for each applicant
VI.	Corporate applicant information (if applicable) <input type="checkbox"/> A. Certificate of Incorporation <input type="checkbox"/> B. Certificate of Good Standing <input type="checkbox"/> C. Certificate of Authorization if foreign corporation (out of state applicants only)
VII.	Partnership applicant information (if applicable) <input type="checkbox"/> A. Partnership Agreement (general or limited). <input type="checkbox"/> B. Certificate of Good Standing
VIII.	Limited Liability Company applicant information (if applicable) <input type="checkbox"/> A. Copy of articles of organization <input type="checkbox"/> B. Certificate of Good Standing <input type="checkbox"/> C. Copy of Operating Agreement (if applicable) <input type="checkbox"/> D. Certificate of Authority if foreign LLC (out of state applicants only)
IX.	Manager registration for Hotel and Restaurant, Tavern, Lodging & Entertainment, and Campus Liquor Complex licenses when included with this application <input type="checkbox"/> A. \$75.00 fee <input type="checkbox"/> B. Individual History Record (DR 8404-I) <input type="checkbox"/> C. If owner is managing, no fee required

Name	Type of License	Account Number
7. Is the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers under the age of twenty-one years?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
8. Has the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers ever (in Colorado or any other state):		
a. Been denied an alcohol beverage license?		<input type="checkbox"/> <input checked="" type="checkbox"/>
b. Had an alcohol beverage license suspended or revoked?		<input type="checkbox"/> <input checked="" type="checkbox"/>
c. Had interest in another entity that had an alcohol beverage license suspended or revoked?		<input type="checkbox"/> <input checked="" type="checkbox"/>
If you answered yes to 8a, b or c, explain in detail on a separate sheet.		
9. Has a liquor license application (same license class), that was located within 500 feet of the proposed premises, been denied within the preceding two years? If "yes", explain in detail.		<input type="checkbox"/> <input checked="" type="checkbox"/>
10. Are the premises to be licensed within 500 feet, of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary?		<input type="checkbox"/> <input checked="" type="checkbox"/>
		or Waiver by local ordinance? <input type="checkbox"/> <input type="checkbox"/> Other: _____
11. Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of greater than (>) 10,000? NOTE: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.		<input type="checkbox"/> <input checked="" type="checkbox"/>
12. Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 3000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of less than (<) 10,000? NOTE: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.		<input type="checkbox"/> <input checked="" type="checkbox"/>
13 a. For additional Retail Liquor Store only. Was your Retail Liquor Store License issued on or before January 1, 2016? N/A		<input type="checkbox"/> <input type="checkbox"/>
13 b. Are you a Colorado resident?		<input checked="" type="checkbox"/> <input type="checkbox"/>
14. Has a liquor or beer license ever been issued to the applicant (including any of the partners, if a partnership; members or manager if a Limited Liability Company; or officers, stockholders or directors if a corporation)? If yes, identify the name of the business and list any current financial interest in said business including any loans to or from a licensee.		<input type="checkbox"/> <input checked="" type="checkbox"/>
15. Does the applicant, as listed on line 2 of this application, have legal possession of the premises by ownership, lease or other arrangement?		<input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Ownership <input checked="" type="checkbox"/> Lease <input type="checkbox"/> Other (Explain in Detail) _____ a. If leased, list name of landlord and tenant, and date of expiration, exactly as they appear on the lease:		
Landlord	Tenant	Expires
CUGNINI FAMILY ENTERPRISES	PORIKYS SINGLEHOUSE owner DAYSON Goetz	1-1-2022
b. Is a percentage of alcohol sales included as compensation to the landlord? If yes, complete question 16.		<input type="checkbox"/> <input checked="" type="checkbox"/>
c. Attach a diagram that designates the area to be licensed in black bold outline (including dimensions) which shows the bars, brewery, walls, partitions, entrances, exits and what each room shall be utilized for in this business. This diagram should be no larger than 8 1/2" X 11".		
16. Who, besides the owners listed in this application (including persons, firms, partnerships, corporations, limited liability companies) will loan or give money, inventory, furniture or equipment to or for use in this business; or who will receive money from this business? Attach a separate sheet if necessary.		
Last Name	First Name	Date of Birth
N/A		
Last Name	First Name	Date of Birth
N/A		
FEIN or SSN		
Interest/Percentage		
Attach copies of all notes and security instruments and any written agreement or details of any oral agreement, by which any person (including partnerships, corporations, limited liability companies, etc.) will share in the profit or gross proceeds of this establishment, and any agreement relating to the business which is contingent or conditional in any way by volume, profit, sales, giving of advice or consultation.		
17. Optional Premises or Hotel and Restaurant Licenses with Optional Premises:		
Has a local ordinance or resolution authorizing optional premises been adopted?		<input type="checkbox"/> <input checked="" type="checkbox"/>
Number of additional Optional Premise areas requested. (See license fee chart) _____		
18. For the addition of a Sidewalk Service Area per Regulation 47-302(A)(4), include a diagram of the service area and documentation received from the local governing body authorizing use of the sidewalk. Documentation may include but is not limited to a statement of use, permit, easement, or other legal permissions.		
19. Liquor Licensed Drugstore (LLDS) applicants, answer the following:		
a. Is there a pharmacy, licensed by the Colorado Board of Pharmacy, located within the applicant's LLDS premise?		<input type="checkbox"/> <input type="checkbox"/>
If "yes" a copy of license must be attached.		

Name	Type of License	Account Number		
20. Club Liquor License applicants answer the following: Attach a copy of applicable documentation N/A				
a. Is the applicant organization operated solely for a national, social, fraternal, patriotic, political or athletic purpose and not for pecuniary gain?		<input type="checkbox"/> <input type="checkbox"/>		
b. Is the applicant organization a regularly chartered branch, lodge or chapter of a national organization which is operated solely for the object of a patriotic or fraternal organization or society, but not for pecuniary gain?		<input type="checkbox"/> <input type="checkbox"/>		
c. How long has the club been incorporated?		<input type="checkbox"/>		
d. Has applicant occupied an establishment for three years (three years required) that was operated solely for the reasons stated above?		<input type="checkbox"/> <input type="checkbox"/>		
21. Brew-Pub, Distillery Pub or Vintner's Restaurant applicants answer the following:				
a. Has the applicant received or applied for a Federal Permit? (Copy of permit or application must be attached)		<input type="checkbox"/> <input type="checkbox"/> N/A		
22. Campus Liquor Complex applicants answer the following:				
a. Is the applicant an institution of higher education?		<input type="checkbox"/> <input type="checkbox"/> N/A		
b. Is the applicant a person who contracts with the institution of higher education to provide food services?		<input type="checkbox"/> <input type="checkbox"/>		
If "yes" please provide a copy of the contract with the institution of higher education to provide food services.				
23. For all on-premises applicants.				
a. Hotel and Restaurant, Lodging and Entertainment, Tavern License and Campus Liquor Complex, the Registered Manager must also submit an Individual History Record				
- DR 8404-I and fingerprint submitted to approved State Vendor through the Vendor's website. See application checklist, Section IV, for details.				
b. For all Liquor Licensed Drugstores (LLDS) the Permitted Manager must also submit a Manager Permit Application				
- DR 8000 and fingerprints.				
Last Name of Manager		First Name of Manager		
N/A				
24. Does this manager act as the manager of, or have a financial interest in, any other liquor licensed establishment in the State of Colorado? If yes, provide name, type of license and account number.				
		<input type="checkbox"/> <input checked="" type="checkbox"/>		
25. Related Facility - Campus Liquor Complex applicants answer the following:				
a. Is the related facility located within the boundaries of the Campus Liquor Complex?		<input type="checkbox"/> <input type="checkbox"/> N/A		
If yes, please provide a map of the geographical location within the Campus Liquor Complex.				
If no, this license type is not available for issues outside the geographical location of the Campus Liquor Complex.				
b. Designated Manager for Related Facility- Campus Liquor Complex				
Last Name of Manager		First Name of Manager		
26. Tax Information.				
a. Has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business?		<input type="checkbox"/> <input checked="" type="checkbox"/>		
b. Has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.?		<input type="checkbox"/> <input checked="" type="checkbox"/>		
27. If applicant is a corporation, partnership, association or limited liability company, applicant must list all Officers, Directors, General Partners, and Managing Members. In addition, applicant must list any stockholders, partners, or members with ownership of 10% or more in the applicant. All persons listed below must also attach form DR 8404-I (Individual History Record), and make an appointment with an approved State Vendor through their website. See application checklist, Section IV, for details.				
Name	Home Address, City & State	DOB	Position	%Owned
N/A				
Name	Home Address, City & State	DOB	Position	%Owned
Name	Home Address, City & State	DOB	Position	%Owned
Name	Home Address, City & State	DOB	Position	%Owned
Name	Home Address, City & State	DOB	Position	%Owned
** If applicant is owned 100% by a parent company, please list the designated principal officer on above.				
** Corporations - the President, Vice-President, Secretary and Treasurer must be accounted for above (Include ownership percentage if applicable)				
** If total ownership percentage disclosed here does not total 100%, applicant must check this box:				
<input checked="" type="checkbox"/> Applicant affirms that no individual other than these disclosed herein owns 10% or more of the applicant and does not have financial interest in a prohibited liquor license pursuant to Article 3 or 5, C.R.S.				

Name		Type of License		Account Number	
Oath Of Applicant					
I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor or Beer Code which affect my license.					
Authorized Signature		Printed Name and Title		Date	
		Dawson Goetz / Owner		2/9/2020	
Report and Approval of Local Licensing Authority (City/County)					
Date application filed with local authority		Date of local authority hearing (for new license applicants; cannot be less than 30 days from date of application)			
The Local Licensing Authority Hereby Affirms that each person required to file DR 8404-I (Individual History Record) or a DR 8000 (Manager Permit) has been:					
<input type="checkbox"/> Fingerprinted <input type="checkbox"/> Subject to background investigation, including NCIC/CCIC check for outstanding warrants					
That the local authority has conducted, or intends to conduct, an inspection of the proposed premises to ensure that the applicant is in compliance with and aware of, liquor code provisions affecting their class of license					
(Check One)					
<input type="checkbox"/> Date of inspection or anticipated date _____ <input type="checkbox"/> Will conduct inspection upon approval of state licensing authority					
<input type="checkbox"/> Is the Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1,500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of > 10,000?					Yes No <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Is the Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 3,000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of < 10,000?					<input type="checkbox"/> <input type="checkbox"/>
NOTE: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.					
<input type="checkbox"/> Does the Liquor-Licensed Drugstore (LLDS) have at least twenty percent (20%) of the applicant's gross annual income derived from the sale of food, during the prior twelve (12) month period?					<input type="checkbox"/> <input type="checkbox"/>
The foregoing application has been examined; and the premises, business to be conducted, and character of the applicant are satisfactory. We do report that such license, if granted, will meet the reasonable requirements of the neighborhood and the desires of the adult inhabitants, and will comply with the provisions of Title 44, Article 4 or 3, C.R.S., and Liquor Rules. Therefore, this application is approved.					
Local Licensing Authority for			Telephone Number		<input type="checkbox"/> Town, City <input type="checkbox"/> County
Signature	Print	Title		Date	
Signature	Print	Title		Date	

Tax Check Authorization, Waiver, and Request to Release Information

I, Dayson Goetz am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of Porky's Smokehouse (the "Applicant/Licensee") to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101, et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and is duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Name (Individual/Business) <u>Dayson Goetz / Porky's Smokehouse</u>		Social Security Number/Tax Identification Number	
Address <u>85 Goddard Ave #1972</u>			
City <u>Ignacio</u>		State <u>CO.</u>	Zip <u>81137</u>
Home Phone Number		Business/Work Phone Number <u>970-442-6085</u>	
Printed name of person signing on behalf of the Applicant/Licensee <u>Dayson Goetz</u>			
Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information) <u>Dayson Goetz</u>			Date signed <u>2/9/2020</u>

...acy Act Statement

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).



Town of Ignacio
P.O. Box 459
540 Goddard Ave
Ignacio, CO 81137

970/568-9494
townofignacio.com

Privacy Notice to Liquor License Applicants

Pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28, Code of Federal Regulations (CFR), Section 50.12, the Town of Ignacio is providing this Privacy Notice for Liquor License Applicants.

As part of the liquor licensing application process, certain individual(s) are required to submit fingerprints (CRS 44-3-307) for a federal background investigation through a third party service (IdenToGo.com or ColoradoFingerprinting.com). The Town of Ignacio will receive the background report that is generated from these individual(s) fingerprints as part of the criteria of evaluating the granting of the license.

The Town of Ignacio will provide the individual(s) with a copy of their background report if requested. If the Town Clerk determines that there is information in the background report that would disqualify the applicant from receiving the license (per CRS 44-3-103(19), 44-3-301(2), 44-3-305, 44-3-306, 44-3-307, 44-3-601.), the individual(s) will be notified within 3 business days from the time that the Town Clerk's Office receives the background report. The individual(s) will then have 10 working days to obtain a change, correction or update of the FBI criminal history record. Information on how to obtain the change, correction or update is on the next page of this document (this information is also set forth at 28 CFR 16.34). The two pages following that are the Noncriminal Justice Applicant's Privacy Rights and the Agency Privacy Requirements for Noncriminal Justice Applicants which the Town of Ignacio is required by law to disclose to every applicant.

The background report(s) will be retained with the liquor license records and will be maintained confidential to the Town Clerk's Office. The background report will solely be used for the purpose of determining the eligibility of granting the intended liquor license and will not be used for any other purpose or shared with any other entity within or outside of the Town Clerk's Office. The background report will be kept as long as the liquor license information is required to be kept by the Colorado Municipal Records Retention Schedule, as amended.

Your signature below is required to show that you have received, read and understood the information set forth in this document. This signed document must be returned with the application packet.

Name and Title

Owner

Date

2/9/2020

APR 10 1964

April 28, 2020

**SAN JUAN BASIN PUBLIC HEALTH DISTRICT
LA PLATA COUNTY AND ARCHULETA COUNTY
TO CONTROL THE SPREAD OF COVID-19 IN LA PLATA COUNTY: SAFER LA PLATA
PUBLIC HEALTH ORDER SJB-20-01**

I. FINDINGS

WHEREAS, the State of Colorado and San Juan Basin Public Health District for Archuleta County, Colorado and La Plata County, Colorado (“Health District”) are working to stop the spread of coronavirus disease 2019 (COVID-19); and

WHEREAS, on March 11, 2020, the Governor of the State of Colorado issued Executive Order D2020-003 declaring a state of disaster emergency due to the risk of spread of the novel coronavirus, now designated COVID-19 (“EO D2020-003”); and

WHEREAS, on March 16, 2020, the Executive Director and Health Officer of the Health District declared a local disaster emergency pursuant to C.R.S. § 24-33.5-701, et seq., §25-1-506 and §25-1-509 due to the risk of spread of COVID-19, which, on March 17, 2020, was extended by the Health District’s Board of Health, until rescinded by the Board, due to the risk of spread of COVID-19; and

WHEREAS, on March 25, 2020, the Governor of the State of Colorado issued Executive Order D2020-017 (“EO 2020 017”) and the Colorado Department of Public Health & Environment (“CDPHE”) issued Amended Public Health Order 20-24 (followed by an Updated Public Health Order 20-24 on March 26, 2020, Third Updated Public Health Order 20-24 on April 1, 2020, and Fourth Updated Public Health Order 20-24 on April 9, 2020) implementing stay at home requirements, which apply to all individuals and business in the State of Colorado, and on April 22, 2020 CDPHE issued Public Health Order 20-26 requiring employees of Critical Businesses or those performing Critical Government Functions who work in close proximity to other employees or with the public to wear face coverings and gloves in specified circumstances; and on April 26, 2020, the Governor of the State of Colorado issued Executive Orders D 2020 044 and D 2020 045 and on April 27, 2020 CDPHE issued Public Health Order 20-28 permitting the limited reopening of certain business operations and the limited recommencement of voluntary or elective and non-essential surgeries and procedures in the State of Colorado; and

WHEREAS, under Colorado Revised Statutes (C.R.S.) §25-1-506 and §25-1-508, the local Public Health Director has the duty to: 1) investigate and control the causes of epidemic or communicable diseases and conditions affecting public health; and 2) establish, maintain, and enforce isolation and quarantine, and in pursuit thereof, 3) exercise physical control over property and over the persons of the people within the Health District as the local Public Health Director may find necessary for the protection of the public health; and

WHEREAS, the virus that causes COVID-19 is a respiratory disease and can easily be spread through person-to-person contact, whether or not those persons are exhibiting symptoms, and the risk of transmission is higher when people are in close proximity; and

WHEREAS, as of April 27, 2020, the Colorado Department of Public Health and Environment (CDPHE) has confirmed 13,879 cases of COVID-19 and 706 deaths within the State of Colorado and 61 and 8 cases in La Plata County and Archuleta County respectively, and in neighboring communities that have determined to maintain stay at home orders, San Juan County, New Mexico has 463 cases of COVID-19 and 35 deaths and the Navajo Nation has 1,716 cases of COVID-19 and 59 confirmed deaths; and

WHEREAS, it is in the interest of the businesses and residents of this Health District to have guidelines that consider interactions with neighboring jurisdictions, particularly given that many individuals travel across jurisdictional borders for work, recreation, and other purposes; and

WHEREAS, a substantial portion of the workforce in La Plata County lives in San Juan County, New Mexico and La Plata County businesses regularly serve customers living in San Juan County, New Mexico, but disease transmission conditions in Archuleta County are less substantially related to the number of cases in San Juan County, New Mexico and to travel across jurisdictional boundaries; and

WHEREAS, in the absence of immunization or specific treatment, the Health Officer has determined that control of the spread of COVID-19 requires expanded testing and case investigation capacity and additional disease mitigation requirements that apply to community gatherings and workplaces in La Plata County; and

WHEREAS, the health conditions that led to the issuance of Executive Order D 2020-024 and Public Health Order 20-24 have not fully abated in La Plata County, and the Health Officer has determined that certain reopening dates and requirements for workplaces specified in Executive Orders D 2020 044 and D 2020 045 and Public Health Order 20-28 are inadequate to control the spread of COVID-19 in La Plata County, Colorado, and the municipalities contained therein.

II. ORDER

By this Order, the Health Officer of the Health District hereby amends and strengthens the requirements of Public Health Order (PHO) 20-28 as follows within La Plata County, the City of Durango, the Town of Bayfield and the Town of Ignacio (hereafter, “the Affected Area”). PHO 20-28 and its appendices apply unaltered in Archuleta County and the Town of Pagosa Springs.

Effective May 8, 2020, Non-Critical Retail businesses in the Affected Area may resume on-premises services and limited Personal Services may resume if they meet the requirements of PHO 20-28, section II.I and appendices B and D, as applicable, and if they self-certify to SJBPH that they have read and will comply with all requirements applicable to their type of business, on forms provided by SJBPH. Non-Critical Retail and Personal Services workplaces may not resume in-store sales and services until self-certification to SJBPH is complete as determined by SJBPH or its Health Officer.

Effective May 8, 2020, Non-Critical Office-Based Businesses in the Affected Area operating in an office and not a production environment, as defined in PHO 20-28 section III, may allow up to fifty (50) percent of their employees to conduct in-person work that takes place outside a private residence if they meet the requirements of PHO 20-28, section II.I and appendix C, as applicable, and if they self-certify to SJBPH that they have read and will comply with all requirements applicable to their type of workplace on forms provided by SJBPH. Non-Critical Office-Based Businesses may not allow employees on site in excess of those required for Minimum Basic Operations, as defined in PHO 20-24, as amended, until self-certification to SJBPH is complete as determined by the SJBPH or its Health Officer.

All Critical Businesses and workplaces in the Affected Area providing Critical Government Functions during the term of Executive Order D 2020 024 must self-certify to SJBPH that they meet the requirements of PHO 20-28 section II.I on forms provided, and determined complete, by SJBPH by May 8, 2020 prior to resuming operations.

All Field Services businesses in the Affected Area that resume operations prior to May 9, 2020 must self-certify to SJBPH that they meet the requirements of PHO 20-28, section II.I and appendix B, on forms provided by SJBPH, by May 8, 2020. All Field Services that resume operations after May 8, 2020 must self-certify the same to SJBPH on forms provided, and determined complete, by SJBPH prior to resuming operations.

All Non-Critical Retail businesses in the Affected Area that begin offering goods pursuant to the requirements of PHO 20-28 section II.D prior to May 9, 2020 must self-certify to SJBPH that they meet the requirements of PHO 20-28 section II.I and appendix A on forms provided, and determined complete, by SJBPH by May 8, 2020.

All employees of Non-Critical Businesses-Retail who work in close proximity to their employees or with the public shall wear a non-medical face covering to help prevent the spread of disease. All employees of Non-Critical Businesses-Retail who come into contact with customers or goods should wear gloves, if gloves are provided by their employer. All face covering and glove-wearing requirements that apply to employees of Critical Businesses by CDPHE's Public Health Order 20-26 are hereby applied to employees of Non-Critical Businesses-Retail.

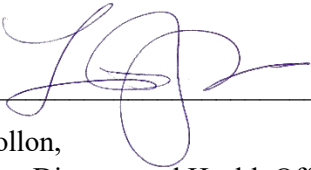
All other requirements of PHO 20-28 apply unchanged La Plata County. The entirety of PHO 20-28 shall apply to Archuleta County.

This Health District's Face Covering Advisory of April 9, 2020, as supplement to abiding by all Executive Orders and Public Health Orders previously issued and adopted, urging our community members, whether an employee of a Critical Business, Governmental Function or a person on a Necessary Activity, to do their part to slow the spread of COVID-19 and to wear a Face Covering to every extent possible while in a Public Place also remains in effect as part of this Order.

If necessary to further protect individuals in the Health District, the Health Officer for the Health District may issue new orders and/or amend this current order.

This Order shall become effective at 12:01 a.m. on April 29, 2020, and will continue until 11:59 p.m. on May 8, 2020, unless extended, rescinded, suspended, or amended in writing.

ISSUED BY:

A handwritten signature in blue ink, appearing to read 'LJ', is written over a horizontal line.

Liane Jollon,
Executive Director and Health Officer
San Juan Basin Public Health

ATTEST:

By Sherri Dugdale

Sherri Dugdale, Clerk to the Board



April 16, 2020

Proposal prepared for:

Mark Garcia

Town of Ignacio

Executive Summary & Project Overview

Sandhya Tillotson, Sagebrush Ltd., (“consultant”, “contractor”) proposes conducting board and organizational assessments for the Town of Ignacio (“organization”, “client”) through 1:1 phone calls /video conferencing with Board Members, Interim Town Manager, and key Department Heads and providing a follow up report based on these discussions (Phase I); and facilitating a full-day strategic planning retreat to identify key priorities and multi-year strategies with the Town Board.

Sagebrush Ltd. guides leadership teams through high-stakes decision-making to develop shared vision for the future with clear results and transformational change. We are committed to authentically strengthening organizations to achieve the greatest community impact. Our goal is to support you from behind the scenes, to draw out and refine your greatest visions and to enable your organization to shine!

Has your team been circling back to the same discussion topics again and again without gaining traction and moving forward? Often, retreats and meetings involve circular discussions and ineffective results, leaving board members feeling their time wasn’t used productively, and directors feeling they still don’t have a clear direction forward. Our highly skilled facilitator and founder, Sandhya Tillotson, uses ToP Facilitation and Strategic Planning methods to ensure all meetings are collaborative and exceptionally productive.

Our facilitation style is:

- Inspiring & Effective
- Highly Participatory & Personable
- Logical & Creative
- Fun & Accountable
- Deep, Dynamic & Down to Earth
- Collaborative & Committed to your Success

With years of experience in nonprofit leadership and strategic planning, we employ the dialogue and decision making mechanisms necessary to keep meetings on task. Your leaders will leave feeling a sense of accomplishment, clarity on the path forward, and shared commitment for the strategies developed together.

Scope of Work

Phase I - Board & Organizational Assessment

Description:

Sagebrush Ltd proposes conducting 1:1 phone calls /video conferencing with Board Members, Interim Town Manager, and key Department Heads and providing a follow up report based on these discussions.

We will focus on identifying each individual's priority areas for the Town of Ignacio in the next several years, which will help guide strategic planning efforts as part of a cohesive, group-facilitated process in Phase 2.

The Board & Organizational Assessments will also seek to illuminate the highest and best use of individuals' passions and expertise, how they envision engaging with and furthering key strategies, and the tools and resources they need to be most effective in their roles.

Timeline:

Starting consulting calls in May 2020, and to be completed ideally in May and June, as individual's schedules allow. Sandhya is also available to provide ongoing consulting.

Scheduling:

Board Members and Staff may schedule directly in Sandhya's calendar here:

<https://calendly.com/sagebrushltd/60min-call>

1:1 Consulting Calls are offered via phone or video conferencing on Zoom.

Quote:

Town of Ignacio - Scope

7 hrs - 1:1 Consulting Calls with Board Members (1 hr per member)

2 hrs - 1:1 Consulting Calls with Interim Town Manager

3 hrs - 1:1 Consulting Call with three Department Heads

8 hrs - Documentation of discussion notes from all calls & compilation of final report

3 hrs - Follow up emails and scheduling with individuals & assisting with Zoom tech as necessary

2 hrs - Discussion/ presentation of final report with Interim Town Manager & any Board Members

Total: 25 hrs time

Phase I: 25 hours @ \$125/hr:

\$3,125

Preferred Client Discount \$125:

\$3,000

Phase I Flat Rate

Phase II - Strategic Planning Retreat

Description:

Sagebrush Ltd proposes facilitating a full-day Multi-Year Strategic Planning Retreat with Town Board Members, Interim Town Manager and any key staff. Your team will build energy and group consensus around your big picture vision for the coming years and will leave feeling inspired to engage at a higher level.

You're a fit if: Your organization seeks to develop a multi-year plan that lays out a shared vision for the future and deals with underlying obstacles. Through a courageous and respectful process, we will identify the internal and external forces that are working for and against the organization's vision, and together develop key strategies to move the organization forward.

Your team will feel that they participated in deep and significant work that will allow your organization to authentically move forward with your new, multi-year strategic plan. This retreat can feel transformational for those involved!

Timeline & Scheduling:

Phase II will be contingent on satisfactory work and connectivity in Phase I. The date, time and place for Phase II is TBD.

Sagebrush Ltd will coordinate logistics directly with the Interim Town Manager on scheduling the full-day retreat. In light of the COVID-19 situation, this retreat will likely be scheduled when in-person meetings and events are made possible. If the situation continues longer than anticipated, Sagebrush is able to facilitate successful and engaging virtual strategic planning sessions through video conferencing and technology.

Quote:

Town of Ignacio - Scope

8 hrs - Facilitation of Retreat

4 hrs - Preparation of agenda & session plan

4 hrs - Comprehensive summary notes upon completion (for documenting your strategic plan)

3 hrs - Meeting/calls with leadership in advance to design agenda & provide context

All facilitation materials included

Total: 19 hrs

Phase II: 19 hours @ \$125/hr:

\$2,375

Preferred Client Discount \$125:

\$2,250

Phase II Flat Rate

Client provides:

Meeting space; food & beverages; organization specific materials; a leadership team to help design the session agenda and goals in advance with Sagebrush Ltd

Sandhya Tillotson Founder / Principal sandhya@sagebrush.ltd 970.317.1732

www.sagebrush.ltd PO Box 1576, Durango, CO 81302

Contract

To accept this proposal, please sign and return the contract below. Please Sandhya via phone: 970-317-1732, or email: sandhya@sagebrush.ltd, with any questions, concerns or updates. Thanks!

This proposal remains valid through May 1st, 2020.



Contractor Background

Sandhya Tillotson is the Founder/Principal of Sagebrush Ltd., providing nonprofit consulting, leadership coaching, strategic planning, meeting and retreat facilitation to organizations and coalitions in the Southwest. Sandhya has lived in CO since 2005 and Durango since 2010. She has served as a local leader in the nonprofit sector, including as the Executive Director of The Garden Project of Southwest Colorado for over five years.

Sandhya is certified in ToP Facilitation and Strategic Planning methods, and is a graduate of the Community Resource Center's Nonprofit Leadership & Management program. She is a member of the International Association of Facilitators and regularly pursues professional development opportunities to continue to expand her diverse skill sets in service to her local community.

"Sandhya has been extremely valuable to our organization. Offering objective reasoning skills, input and guidance along the way, she has helped further develop Dancing Spirit's mission and vision through executive coaching and leadership development and has been a valuable asset in helping us focus on the community needs and how we can meet them. I would highly recommend her to any organization."

— KASEY CORREIA, EXECUTIVE DIRECTOR, DANCING SPIRIT COMMUNITY ARTS CENTER

Memberships and Affiliations

- Certified in: ToP Facilitation Methods, ToP Strategic Planning, ToP Environmental Scanning, ToP Designing for Change
- International Association of Facilitators member
- Colorado Nonprofit Association member
- SW CO Small Business Development Center - Nonprofit Consultant
- Durango Chamber of Commerce member
- Community Resource Center - Nonprofit Leadership & Management alumni



Member
promoting the power
of facilitation worldwide



Sandhya Tillotson Founder / Principal sandhya@sagebrush.ltd 970.317.1732
www.sagebrush.ltd PO Box 1576, Durango, CO 81302

References

"For the past 13 years, I have been the Director of the Durango Chamber of Commerce. During my tenure I have had the privilege of working with numerous facilitators. When Sandhya Tillotson agreed to facilitate the chamber's retreat this year, I was skeptical we would be able to accomplish all the agenda items. Fortunately, Sandhya was the right person for the job. Through her strategic planning, we were able to engage, reflect and set our goals with those responsible for obtaining them.

Sandhya was professional and made sure we stayed on task. Her preparation was impressive as she "did her homework" maximizing our time together. After the retreat, her follow through was as impressive. The board, staff and chamber membership will greatly benefit from a professionally facilitated retreat. I look forward to working with Sandhya as we develop our 3-5 year strategic plan."

— JACK LLEWELLYN, EXECUTIVE DIRECTOR, DURANGO CHAMBER OF COMMERCE

Sagebrush Ltd. has implemented these methods successfully through:

- **ELHI Community Center** - Stakeholder Feedback and Engagement, Board and Organizational Development Consulting (Ignacio, January - present)
- **Montezuma School to Farm Project** - Board and Organizational Development Consulting (Mancos, March - present)
- **La Plata Economic Development Alliance** - monthly Planning Process Improvement Committee meetings (Durango, February 2020 - present)
- **The Garden Project of Southwest Colorado** - Organizational Consulting (Durango, February 2020 - present)
- **Pueblo Community College Southwest** - community stakeholder feedback meetings for Ag Program (Mancos, February 2020)
- **Bear Smart Durango** - Quarterly Bear Working Group Meetings, Steering Committee Strategic Planning Retreat, Organizational Consulting (Durango, March 2019 - present)
- **Mancos Valley Dragonfly Preschool** - Half-Day Board Retreat (Mancos, February 2020)
- **iAM Music** - Half-Day Board Retreat (Durango, January 2020)
- **Durango Chamber of Commerce** - 1- Year Action Planning Board Retreat (Durango, December 2019)
- **Durango Natural Foods** - Multi-Year Strategic Planning Board Retreat (Durango, November 2019)
- **Shanta Foundation** - Multi-Year Strategic Planning Board Retreat (Durango, October 2019)
- **Onward! A Legacy Foundation** - Multi-Year Strategic Planning Retreat Plus Action Plan (Cortez, May & June 2019)
- **Women's Resource Center** - Full-Day Strategic Planning Board Retreat (Durango, February 2019)
- **Southwest Colorado Multiple Sclerosis Society** - Comprehensive Board and Organizational Development Consulting (Durango, February 2019 - present)
- **Animas Valley District, County Land Use** - Community Planning Meetings (Hermosa, January - May 2019)

Sandhya Tillotson Founder / Principal sandhya@sagebrush.ltd 970.317.1732

www.sagebrush.ltd PO Box 1576, Durango, CO 81302

Independent Contractor Agreement - PHASE I

Organization Town of Ignacio and Contractor Sandhya Tillotson, Sagebrush Ltd, in consideration of mutual covenants and promises, made by each to the other, agree:

1. This Independent Contractor Agreement establishes the lack of employer-employee relationship between the parties.
2. Organization and Contractor established their Independent relationship by: May 1, 2020
3. Contractor performs services starting in May 2020
4. Organization shall pay Contractor by the flat-rate agreed upon: \$3,000 for Phase I
5. Organization shall pay the Contractor **50% up front, and 50% upon project completion** to be invoiced by the Contractor.
6. Organization shall not provide for a drawing account or advances.
7. Organization shall not withhold any taxes from Contractor, who shall be liable for its own withholding, Social Security, self-employment, and other applicable taxes.
8. Organization shall not provide Contractor with, or reimburse for, hospital, medical, business liability or Workers Compensation Insurance, sick or vacation pay, a work vehicle, bonuses, gas allowances, uniforms, special clothing, pensions, etc. Contractor need not wear uniforms or special clothing while doing work for Organization, except as local law may require.
9. Organization shall not cover Contractor with its insurance policies or be liable for injuries incurred doing work. This shall not bar negligence claims due to the Organization employees or facilities. Contractor shall hold Organization harmless from actions brought by others, for taxes or otherwise, due to its work. If the Contractor occupation requires any form to make this Agreement effective then the Contractor shall attach it.
10. Contractor did not complete an application to establish this relationship.
11. Contractor shall pay for advertising, carry business cards, or maintain a business phone. Its gain or loss is independent of Organization gain or loss.
12. Contractor may do similar work for others any time it wishes, including on the same day it does work for Organization. Organization shall not have a priority on Contractor time and effort. The Contractor need not work during any set hours.
13. Contractor shall decide the time, place, manner, methods, and order of work, including whether the nature of the work, this Agreement, or local law requires it to perform services during regular Organization working hours. Organization may not change these items or restrict Contractor to a specific territory.
14. Organization shall not supervise Contractor, though it may inspect work completed pursuant to this Agreement. Contractor will work in a professional manner, having represented that it has necessary special skills to do this.
15. The Contractor need not report to the Organization in any way. Submitting bills and contacting other Contractors or the Organization, if necessary for Contractor, shall not be reporting for this purpose.
16. Organization shall advise Contractor about when it can begin work and the job details.
17. Organization shall provide Contractor with access to all necessary information and access to communicate with stakeholders, staff, and board members as necessary to complete the work. The Contractor will expect cooperation from the Organization's personnel.
18. Contractor need not meet a minimum quota. It will work for the time needed to do the work.
19. Contractor may stop work at any time, without liability to Organization. Organization may stop the work at any time, but shall be responsible for paying for all work done to that point.
20. Organization shall not supply Contractor with tools, or rent or lease tools, equipment or regular space to Contractor for work (except meeting or facilitation space). Contractor shall provide and maintain tools, equipment, supplies or other items needed. It is solely liable for loss, damage or theft of its property on

Sandhya Tillotson Founder / Principal sandhya@sagebrush.ltd 970.317.1732

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Organization locations. This includes storage at such locations or en route to them. Contractor shall protect its property and shall take it with it when it leaves.

21. Contractor agrees that any and all products or services developed pursuant to this Agreement shall be the sole and exclusive property of the Organization, excepting the use of pre-existing works and materials that are the property of the Contractor.
22. As much as possible, project expenses will be paid directly by the Organization for project marketing, mailing, copying, etc. If the Contractor incurs any project-related expenses, they will be included in the monthly invoice.
23. The Contractor may incur mileage expenses for the project, which must be documented for reimbursement. Project mileage will be billed at the Federal Rate for mileage outside of Durango City limits. The Contractor will communicate with an officer of the Organization before any major mileage expenses are incurred. Travel time may be billed, depending upon the project.
24. Contractor agrees to hold harmless and indemnify the Organization, its officers, agents and employees, from and against any and all actions, suits, damages, liability, or other proceedings that may arise as the result of performing services hereunder.
25. Contractor agrees not to disclose or communicate, in any manner, either during or after Contractor's agreement with Organization, proprietary information about Organization, its operations, clientele, or any other proprietary information that relate to the business of Organization including, but not limited to, the names of its clients and donors, its marketing strategies, operations, or any other information of Organization. Contractor acknowledges that the above information is material and confidential and that it affects the success of Organization. Contractor understands that any breach of this provision, or that of any other Confidentiality and Non-Disclosure Agreement, is a material breach of this Agreement. To the extent Contractor feels they need to disclose confidential information, they may do so only after obtaining written authorization from an officer of the Organization.
26. This Agreement and any attachments are the entire exclusive agreement between the Organization and the Contractor. The parties make no express or implied representations, warranties, promises or guarantees about this Agreement, except as it expressly provides. In the Agreement, the masculine includes the feminine and the singular the plural. This Agreement shall be governed by and construed in accordance with the laws of the State of Colorado.

Independent Contractor _____ Sandhya Tillotson _____

Independent Contractor Signature  _____

Title _____ Founder/Principal _____ Date 4/16/20 _____

Organization _____ Town of Ignacio _____

Organization Representative _____

Organization Representative Signature _____

Title _____ Date _____



Executive Summary

Sagebrush Ltd. guides leadership teams through high-stakes decision-making to develop shared vision for the future with clear results and transformational change. We are committed to authentically strengthening organizations to achieve the greatest community impact. Our goal is to support you from behind the scenes, to draw out and refine your greatest visions and to enable your organization to shine!

Has your team been circling back to the same discussion topics again and again without gaining traction and moving forward? Often, retreats and meetings involve circular discussions and ineffective results, leaving board members feeling their time wasn't used productively, and directors feeling they still don't have a clear direction forward. Our highly skilled facilitator and founder, Sandhya Tillotson, uses ToP Facilitation and Strategic Planning methods to ensure all meetings are collaborative and exceptionally productive.

Our facilitation style is:

- *Inspiring & Effective*
- *Highly Participatory & Personable*
- *Logical & Creative*
- *Fun & Accountable*
- *Deep, Dynamic & Down to Earth*
- *Collaborative & Committed to your Success*

With years of experience in nonprofit leadership and strategic planning, we employ the dialogue and decision making mechanisms necessary to keep meetings on task. Your leaders will leave feeling a sense of accomplishment, clarity on the path forward, and shared commitment for the strategies developed together.

Rural serving rural: Based in Southwest Colorado, we understand the unique challenges and opportunities facing rural organizations today, because we've stood in your shoes. We understand that no organization ever has all their ducks in a row at once, and it can feel intimidating to bring in an outside consultant or facilitator, especially from the big city, who tells you everything you're doing "wrong". Thankfully, that's not us.

We live in your community, and bring all the best nonprofit practices, effective tried-and true and innovative strategies and professionalism to the table, minus the gloss. We're not afraid of rolling up our sleeves or getting our boots muddy with you. We believe YOU are the expert in the work you do every day, and our role is to help guide your team through the sticky spots with deep respect. Real change takes real guts, and we are here to support you through this transformational process.

We provide services and options for any budget and timeframe. Read below to determine which package is best for your team. Custom packages are also available upon request!

Facilitation Options

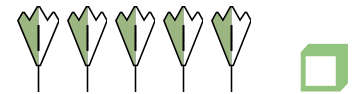
Flat rates include:

- Meeting with leadership in advance
- Developing the session agenda and plan
- All facilitation materials
- Additional resources
- Preparation time
- Comprehensive summary notes upon completion (for documenting your strategic plan)

Client provides:

- Meeting Space
- Food & Beverages
- Organization specific materials
- A leadership team to help design the session agenda and goals in advance with Sagebrush Ltd

What are you looking to accomplish?



A) Multi-Year Strategic Planning Retreat -

Plus First Year Action Plan

Your team will leave feeling inspired to engage at a higher level, knowing where the organization is headed and exactly how they can plug in and have an impact.

10 - 12 hrs (2-Day Retreat) or (Full-Day Retreat and 2 Follow-Ups)

- You're a fit if: Your organization seeks to develop a multi-year plan that lays out a shared vision for the future, deals with underlying obstacles, and identifies several main strategies to emphasize as a team moving forward.
- We will increase group and individual accountability and clarity on next steps by creating an Implementation/Action Plan with a First-Year Calendar that includes specific goals and action items for various team members and committees. This retreat builds energy, commitment, and group consensus around your big picture vision for the coming years.
- Through a courageous and respectful process, we will spend time determining the organization's current situation and may address crucial elephants in the room.
- Your team will feel that they participated in deep and significant work that will allow your organization to authentically move forward with your new, multi-year strategic plan. This retreat can feel transformational for those involved!

"Sandhya recently facilitated an exceptional Strategic Planning Retreat for Durango Natural Foods' Board of Directors and management. Sandhya's processes were tightly organized and engaging, and she guided us gracefully forward through what can be an extremely challenging process."

Sandhya Tillotson Founder / Principal sandhya@sagebrush.ltd 970.317.1732

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She did her homework, and brought new information to the table. The resulting Strategic Plan gives us the tools to create both specific and broad action items, which will keep us on track towards our vision.

As a nonprofit consultant myself, I feel like I am a discerning critic. If your organization needs some structure and assistance figuring out where to focus next, I highly recommend Sandhya and Sagebrush Limited."

— CATHY COWLES, BOARD OF DIRECTORS, DURANGO NATURAL FOODS



B) Multi-Year Strategic Planning Retreat

Your team will build energy and group consensus around your big picture vision for the coming years.

6 - 7 hrs (Full-Day Retreat) or (Half-Day Retreat & Follow-Up)

- You're a fit if: Your organization seeks to develop a multi-year plan that lays out a shared vision for the future, deals with underlying obstacles, and identifies several main strategies to emphasize as a team moving forward.
- Through a courageous and respectful process, we will spend time understanding the organization's current situation and may address crucial elephants in the room.
- We will dive deeply into the three main topics above during our session, so your team will be responsible after the retreat for creating an Implementation/Action Plan, specific goals, and action items for various team members and committees. Sagebrush is happy to assist with this process through Facilitation Follow-Ups during Board and/or Committee Meetings.
- Works well as a Full-Day Retreat, or as a Half-Day with a Follow-Up session.

"Thanks so much Sandhya for your excellent skills in facilitating our retreat. I will be, and have, recommended you to others! We are doing a Community Needs Assessment and hope to have it completed by end of year. This came out of our strategic plan with you."

— CHRISTY SCHAEERER, EXECUTIVE DIRECTOR, WOMEN'S RESOURCE CENTER



C) 1-Year Action Planning Retreat

- *Teams feel a strong sense of accomplishment and energy to charge into the coming year through participating in this retreat.*
6 - 7 hrs (Full-Day Retreat)
- You're a fit if: Your organization needs to make key decisions as a group on where to focus your efforts in the coming year. Your organization and team members generally have a good idea of your organization's overall vision and purpose and demonstrate group cohesion.

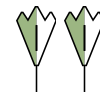
Sandhya Tillotson Founder / Principal sandhya@sagebrush.ltd 970.317.1732
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- This retreat will focus on outlining victories one year from now, engaging in dialogue on the current status of your organization, developing key strategies, building commitment and accountability from team members and committees, and creating your 1-Year Calendar and Action Plan.
- Add on Facilitation Follow-Ups for increased accountability & effectiveness for your team!

"For the past 13 years, I have been the Director of the Durango Chamber of Commerce. During my tenure I have had the privilege of working with numerous facilitators. When Sandhya Tillotson agreed to facilitate the chamber's retreat this year, I was skeptical we would be able to accomplish all the agenda items. Fortunately, Sandhya was the right person for the job. Through her strategic planning, we were able to engage, reflect and set our goals with those responsible for obtaining them.

Sandhya was professional and made sure we stayed on task. Her preparation was impressive as she "did her homework" maximizing our time together. After the retreat, her follow through was as impressive. The board, staff and chamber membership will greatly benefit from a professionally facilitated retreat. I look forward to working with Sandhya as we develop our 3-5 year strategic plan."

— JACK LLEWELLYN, EXECUTIVE DIRECTOR, DURANGO CHAMBER OF COMMERCE



D) Annual Retreat

Have divergent viewpoints or lack group cohesion? This retreat will help bring your team closer together, and you will leave feeling re-energized with greater clarity for the coming year.

4 - 5 hrs (Half-Day Retreat)

- This is a great starting place for those with a limited budget and timeframe!
- You're a fit if: You want to go retreat-light, build consensus around the overall vision for the future as needed, make key decisions for the coming year on topics with which your board/team members are already somewhat familiar, and build team cohesion.
- Works great with Facilitation Follow-Ups!

"On behalf of the iAM Board of Directors, I wanted to thank you again for your excellent work yesterday. It was a fun and very helpful experience beginning to end and you are AMAZING at what you do. We all left feeling very positive about the meeting and iAM, and appreciate you VERY much.

Thank you!!"

— ALISSA WOLF, EXECUTIVE DIRECTOR, IAM MUSIC



E) Facilitation Follow-Ups

Help your team adapt to constantly changing realities throughout the year to carry out your “living” strategic plan.

2 - 3 hrs per Follow-Up (Board or Committee Meeting)

- Or, consider 4 Follow-Up Quarterly Action Planning sessions with your team.
- You're a fit if: You've had Sagebrush facilitate a Half-, Full- or 2-Day Retreat, and you'd like some help keeping your organization accountable to the strategic plan you worked so hard to develop together.
- We can facilitate Quarterly Action Planning meetings with your board or committees to keep your strategic plan steadily moving forward.
- We will guide your team as you adapt to constantly changing internal and external conditions and adjust strategies and timeframes appropriately in your “living strategic plan”.

“Great progression of process. I get alienated by mission/ vision/ strategic planning lingo, but this changed the game for me... This was really valuable. We have committees. We have action steps and accountability... Going from visioning all the way through implementation was great... Very nice retreat summary notes... Thank you very much for helping Onward!”

— BOARD OF DIRECTORS, ONWARD! A LEGACY FOUNDATION



F) Community Needs Assessment / Stakeholder Engagement

*Keep your organization relevant to those you serve and help inform your strategic plan!
Custom project pricing available upon request.*

- Wonder how your stakeholders and the community feel about your organization, programs, and services? Want to engage them in helping chart your future?
- This can be a great way to collect data prior to your strategic planning retreat to inform your board's decision on your future.
- Confused about what your participants want to see from your organization?
- We are available to coordinate and facilitate focus group sessions, stakeholder interviews, surveys, reporting and more!

"Sandhya has been extremely valuable to our organization. Offering objective reasoning skills, input and guidance along the way, she has helped further develop Dancing Spirit's mission and vision through executive coaching and leadership development and has been a valuable asset in helping us focus on the community needs and how we can meet them. I would highly recommend her to any organization."

— KASEY CORREIA, EXECUTIVE DIRECTOR, DANCING SPIRIT COMMUNITY ARTS CENTER



G) Board Training

Engage your Board as never before through specific training to suit your organization's needs and your board members' professional development objectives.

1.5 hrs per group training

- Or, consider 4 professional trainings with your board.
- Topics may include:
 - Best Practice Board Responsibilities
 - Life Cycles of a Nonprofit Organization
 - Fundraising & Development
 - Types of Boards & Governance Structure
 - Succession Planning
 - Other

"Sandhya has been instrumental in helping us cultivate and better utilize partnerships, expand our reach, and as a result, becoming a far more effective nonprofit. I highly recommend Sandhya and Sagebrush Ltd."

— BRYAN PETERSON, EXECUTIVE DIRECTOR, BEAR SMART DURANGO



H) Custom Package

Not seeing exactly what you're looking for, or want to combine options?

Contact us for a custom package.

What your organization needs

A _____

E _____

B _____

F _____

C _____

G _____

D _____

H _____

Total: \$ _____

Sandhya Tillotson Founder / Principal sandhya@sagebrush.ltd 970.317.1732

www.sagebrush.ltd PO Box 1576, Durango, CO 81302

Contact

Please contact us via phone: 970-317-1732, or email: sandhya@sagebrush.ltd, with any questions, concerns or updates. We are happy to adjust this proposal to fit your needs.

Together we will discuss rates, coordinate dates, times, location, and meeting in advance with you or your leadership team to develop the agenda and goals together.

Contractor Background



Sandhya Tillotson is the Founder/Principal of Sagebrush Ltd., providing strategic planning, meeting and retreat facilitation, and consulting to organizations and coalitions in the Southwest. Sandhya has lived in CO since 2005 and Durango since 2010. She has served as a local leader in the nonprofit sector, including as the Executive Director of The Garden Project of Southwest Colorado for over five years.

Sandhya is certified in ToP Facilitation and Strategic Planning methods, and is a graduate of the Community Resource Center's Nonprofit Leadership & Management program. She is a member of the International Association of Facilitators and regularly pursues professional development opportunities to continue to expand her diverse skill sets in service to her local community.

References

Sagebrush Ltd. has implemented these methods successfully through:

- **iAM Music** - Half-Day Board Retreat (Durango, January 2020)
- **Durango Chamber of Commerce** - 1- Year Action Planning Board Retreat (Durango, December 2019)
- **Durango Natural Foods** - Multi-Year Strategic Planning Board Retreat (Durango, November 2019)
- **Shanta Foundation** - Multi-Year Strategic Planning Board Retreat (Durango, October 2019)
- **Bear Working Group** - Quarterly Working Group Meetings (Durango, 2019)
- **Onward! A Legacy Foundation** - Multi-Year Strategic Planning Retreat Plus Action Plan (Cortez, May & June 2019)
- **Women's Resource Center** - Full-Day Strategic Planning Board Retreat (Durango, February 2019)
- **Animas Valley District, County Land Use** - Community Planning Meetings (Hermosa, January - May 2019)

Memberships and Affiliations

- Certified in: ToP Facilitation Methods, ToP Strategic Planning, ToP Environmental Scanning, ToP Designing for Change
- International Association of Facilitators member
- Colorado Nonprofit Association member
- SW CO Small Business Development Center - Nonprofit Consultant
- Durango Chamber of Commerce member
- Community Resource Center - Nonprofit Leadership & Management alumni



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Sandhya Tillotson

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About

Sagebrush Ltd. guides leadership teams through high-stakes decision-making to develop shared vision for the future with clear results and transformational change. We are committed to authentically strengthening organizations to achieve the greatest community impact. Our goal is to support you from behind the scenes, to draw out and refine your greatest visions and to enable your organization to shine!

With years of experience in nonprofit leadership and strategic planning, we employ the dialogue and decision-making mechanisms necessary to keep meetings on task. Your leaders will leave feeling a sense of accomplishment, clarity on the path forward, and shared commitment for the strategies developed together.

"Sandhya's calm and well-organized facilitation really helped us get a set of specific, actionable, measurable goals and indicators targeted for the coming year."

— BOARD MEMBER, DURANGO CHAMBER OF COMMERCE

Bio

Sandhya Tillotson is the Founder/Principal of Sagebrush Ltd., providing strategic planning, meeting and retreat facilitation, and consulting to organizations and coalitions in the Southwest. Sandhya has lived in Colorado since 2005 and Durango since 2010. She has served as a local leader in the nonprofit sector, including as the Executive Director of The Garden Project of Southwest Colorado for over five years.

Sandhya is certified in ToP Facilitation and Strategic Planning methods, and is a graduate of the Community Resource Center's Nonprofit Leadership & Management program. She is a member of the International Association of Facilitators and the Colorado Nonprofit Association. Sandhya regularly pursues professional development opportunities to continue to expand her diverse skill sets in service to her local community.

Sandhya is a nonprofit consultant with the SW Colorado Small Business Development Center, and a regular speaker on board governance, succession planning and nonprofit management at regional conferences. She looks forward to working with you and seeing your organization thrive! **Contact Sandhya today! 970.317.1732** sandhya@sagebrush.ltd



SPECIALTIES

Strategic Planning
Retreat & Meeting Facilitation
Leadership & Board Development
Nonprofit Consulting
Community Needs Assessment
Board Governance
Succession Planning



Member
promoting the power
of facilitation worldwide



**Colorado
NONPROFIT
Association**



ToP®
TECHNOLOGY OF
PARTICIPATION



COMMUNITY RESOURCE CENTER
SUCCESS STRATEGIES FOR COLORADO NONPROFITS

thechamber
DURANGO CHAMBER of COMMERCE

"Sandhya's processes were tightly organized and engaging, and she guided us gracefully forward through what can be an extremely challenging process. As a non-profit consultant myself, I feel like I am a discerning critic. If your organization needs some structure and assistance figuring out where to focus next, I highly recommend Sandhya and Sagebrush Limited."

— CATHY COWLES, BOARD OF DIRECTORS, DURANGO NATURAL FOODS

Success

Sagebrush Ltd. has implemented these methods successfully through:

- **iAM Music** - Half-Day Board Retreat (Durango, January 2020)
- **Durango Chamber of Commerce** - 1- Year Action Planning Board Retreat (Durango, December 2019)
- **Durango Natural Foods** - Multi-Year Strategic Planning Board Retreat (Durango, November 2019)
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- **Animas Valley District, County Land Use** - Community Planning Meetings (Hermosa, January - May 2019)

Contact me today!

I'd love to find out what support you need and how I can be of service!

Initial consultations are always free!

Call: 970.317.1732

Email:

sandhya@sagebrush.ltd

Reference

Local References:

Jack Llewellyn, Executive Director, Durango Chamber of Commerce

jack@durangobusiness.org 970.749.4548

Cathy Cowles, Board Member, Durango Natural Foods

cathycowles@gmail.com 970.799.0986

About this method:



The Institute of Cultural Affairs (ICA) strengthens the capacities of individuals, organizations, and communities to build and implement innovative plans of action that draw upon assets and social capital in a collaborative manner. ICA is known globally and locally for its participatory methods for community and organizational development, the Technology of Participation (ToP)[®]. ToP training provides structured facilitation methods to help groups think, talk and work together. Sandhya is certified in ToP Strategic Planning and Facilitation.

Our facilitation style is:

- *Inspiring & Effective*
- *Highly Participatory*
- *Personable*
- *Logical & Creative*
- *Fun & Accountable*
- *Deep & Dynamic*
- *Down to Earth*
- *Collaborative*
- *Committed to your Success*