



Keystone Town Council Agenda

The Keystone Town Council will have a Regular Meeting on February 11, 2025, at 7:00 p.m. at 1628 Sts. John Rd, Keystone, CO 80435.

The Town of Keystone conducts hybrid meetings. This meeting will be held in person at Keystone Town Hall and will also be broadcast live over Teams. [Join the live broadcast available by computer here.](#) If you will need special assistance in order to attend any of the Town's public meetings, please notify the Town Clerk's Office at (970) 450-3500x1 via phone, or clerk@keystoneco.gov via e-mail, at least 72 hours in advance of the meeting.

- I. **CALL TO ORDER, ROLL CALL**
- II. **APPROVAL OF AGENDA**
- III. **PROCLAMATION**
- IV. **COMMUNICATIONS TO COUNCIL**
 - A. *Public Comment (Pursuant to Resolution 2024-18, comment is limited to non-agenda items only; 3-minute time limit please)*
- V. **CONSENT**
 - A. **FIRST READING OF ORDINANCES**
 - 1. **Ordinance 2025-O-3, An Ordinance of Town Council of The Town of Keystone, Colorado, Amending the Membership Structure of the Trails and Open Space Advisory Board and Business Advisory Board**
 - B. **RESOLUTIONS**
 - C. **MEETING MINUTES**
 - 1. **January 28, 2025 – Meeting Minutes**
 - D. **EXCUSED ABSENCES**
 - 1. **Valerie Thisted – February 11, 2025**
 - 2. **Valerie Thisted – February 25, 2025**

3. Valerie Thisted – April 22, 2025
4. Aaron Parmet – March 11, 2025

E. OTHER

VI. DISCUSSION

A. CONSIDERATION OF ORDINANCES

1. [Second Reading/Public Hearing] Ordinance 2025-O-02, An Ordinance Of The Town Council Of The Town Of Keystone, Colorado, Adopting Regulations For Emergency And Local Disaster Authority
2. [First Reading] Ordinance 2025-O-04, An Ordinance of the Town Council of Keystone, Colorado, Regarding the Licensing of Businesses

B. RESOLUTIONS

1. Resolution 2025-07, A Resolution of Town Council of the Town of Keystone, Colorado, Approving a Supplemental Budget & Appropriation for the Town of Keystone, Colorado, for the Calendar Year 2025

C. OTHER

VII. PLANNING MATTERS

VIII. REPORT OF TOWN MANAGER AND STAFF

IX. REPORT OF MAYOR AND COUNCIL

X. OTHER MATTERS (Town Manager/Mayor/Councilmember may bring up items on other matters that are not on the agenda)

XI. SCHEDULED MEETINGS

XII. EXECUTIVE SESSION

XIII. ADJOURNMENT

TOWN OF KEYSTONE, COLORADO

STAFF REPORT

TO: Mayor & Town Councilmembers
THROUGH: John Crone, Town Manager
FROM: Jennifer Madsen, Town Attorney
DATE: February 11, 2025
SUBJECT: [FIRST READING] 2025-O-03, An Ordinance Of The Town Council Of The Town Of Keystone, Colorado, Amending the Membership Structure of the Trails and Open Space Advisory Board and Business Advisory Board

Executive Summary:

Ordinance No. 2025-O-03 proposes amendments to Ordinance No. 2024-O-11, specifically addressing the membership structure of the Trails and Open Space Advisory Board and the Business Advisory Board. The primary purpose of these amendments is to provide greater flexibility in determining the number of members on each board, allowing the Town Council to adjust membership through resolutions as needed.

Recommendation:

Staff recommends that Council approve Ordinance 2025-O-03 on first reading.

Background:

Ordinance No. 2024-O-11 established Trails and Open Space Advisory Board and the Business Advisory Board to advise the Town Council on specialized matters. These advisory boards were initially assigned a fixed number of members (5 members) to ensure consistent representation and oversight. However, on further thought of Town's needs, a more flexible approach to board membership has been deemed beneficial. Town Council provided direction to staff to amend Ordinance No. 2024-O-11 with the

flexibility on the number of members.

Overview of Ordinance 2024-O-03:

1. Trails and Open Space Advisory Board Membership Amendment:

The amendment to the Trails and Open Space Advisory Board repeals and replaces Section V.B. of Ordinance 2024-O-11. Under the new provisions, the number of regular members will no longer be fixed in the ordinance but will instead be determined by a resolution adopted by the Town Council. This change allows for greater adaptability in response to the Town's evolving needs. Additionally, all members of the board must be property owners or residents of the Town of Keystone. The ordinance also permits the Town Council to appoint one of its members to serve as a liaison in a non-voting capacity, fostering better communication between the board and the council.

2. Business Advisory Board Membership Amendment:

The amendment repeals and replaces Section VI.B. of Ordinance 2024-O-11. Similar to the Trails and Open Space Advisory Board, the number of regular members will be set by resolution of the Town Council. Members must be business owners, employees of business owners in Keystone, or community members with business experience. The Town Council may appoint one of its members as a liaison in a non-voting capacity.

Additional Considerations:

It is important to remind the Council that Ordinance 2024-O-11 specifies that appointments to these advisory boards are for terms of three years unless the appointment is made to fill a vacancy. For newly created advisory boards, initial member terms must be staggered, with appointments set for one, two, or three years to ensure continuity and smooth transitions in board operations.

Alternatives:

Town Council may provide alternative direction regarding the membership numbers for the Trails and Open Space Advisory Board and the Business Advisory Board.

Financial Considerations:

There are no financial considerations applicable to this ordinance.

Previous Council Actions:

Council provided direction to staff at its January 28 regular meeting to place on a future agenda an ordinance allowing Council to determine the number of members on the Trails and Open Space Advisory Board and Business Advisory Board. Council approved Ordinance 2024-O-11 at its regular meeting on October 8, 2024.

Next Steps:

If Council approves this Ordinance on first reading, it will be scheduled for second reading and public hearing on February 25. The effective date of the ordinance is thirty days after publication.

Suggested Motions:

Because this ordinance is on the Consent Agenda, a motion to approve the consent agenda will approve this ordinance on first reading.

Attachment and Link:

- 2025-O-03, An Ordinance Of The Town Council Of The Town Of Keystone, Colorado, Amending the Membership Structure of the Trails and Open Space Advisory Board and Business Advisory Board
- [Ordinance 2024-O-11, Creating a Process for Establishing Boards and Commissions \(for reference only\)](#)

**TOWN OF KEYSTONE
ORDINANCE NO. 2025-O-03**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF
KEYSTONE, COLORADO, AMENDING ORDINANCE 2025-O-11
REGARDING THE NUMBER OF MEMBERS FOR
TRAILS AND OPEN SPACE ADVISORY BOARD
AND BUSINESS ADVISORY BOARD**

WHEREAS, the Town of Keystone (“Town” or “Keystone”) is a home rule municipal corporation created pursuant to Article XX of the Colorado Constitution; and

WHEREAS, pursuant to Article IX of the Town of Keystone Home Rule Charter, the Town Council has the authority to create boards and commissions; and

WHEREAS, the Town Council adopted Ordinance No. 2024-O-11 for the purpose of forming certain boards and commissions to study matters in greater detail and to sit in an advisory capacity to the Council; and

WHEREAS, the Town Council desires to amend Ordinance No. 2024-O-11 to provide greater flexibility in the numbers of members for the Trails and Open Space Advisory Board and Business Advisory Board.

**THE TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO,
ORDAINS:**

Section 1. The foregoing recitals are hereby affirmed and incorporated herein by this reference as findings of the Town Council.

Section 2. Repeal and replace Section V.B. of Ordinance 2024-O-11 to amend the number of members of the Trails and Open Space Advisory Board. Section V.B. of Ordinance 2024-O-11 is repealed and replaced with the following language to allow Town Council to determine the number of members of the Trails and Open Space Advisory Board by adoption of a resolution:

B. Membership.

1. The Trails and Open Space Advisory Board shall consist of a number of regular members as determined by a resolution adopted by the Town Council.
2. The members of the Trails and Open Space Advisory Board shall be property owners or residents of the Town of Keystone.

3. Town Council may appoint one of its members to sit in a liaison position and a non-voting member of the Trails and Open Space Advisory Board.

Section 3. Repeal and replace Section VI.B. of Ordinance 2024-O-11 to amend the number of members of the Business Advisory Board. Section VI.B. of Ordinance 2024-O-11 is repealed and replaced with the following language to allow Town Council to determine the number of members of the Business Advisory Board by adoption of a resolution:

B. Membership.

1. The Business Advisory Board shall consist of a number of regular members as determined by a resolution adopted by the Town Council.
2. The members of the Business Advisory Board shall be business owners or employees of business owners in the Town of Keystone or members of the Town of Keystone community with business experience.
3. Town Council may appoint one of its members to sit in a liaison position and a non-voting member of the Business Advisory Board.

Section 4. Severability. Should any one or more sections or provisions of this Ordinance be judicially determined invalid or unenforceable, such judgment shall not affect, impair, or invalidate the remaining provisions of this Ordinance, the intention being that the various sections and provisions are severable.

Section 5. Codification. This ordinance may be codified and numbered for purposes of codification without the need for further approval by the Town Council.

Section 6. Effective Date. This ordinance shall take effect thirty (30) days after publication.

INTRODUCED, READ AND PASSED AS AN ORDINANCE, ON FIRST READING, AT A REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO, THIS _____ DAY OF _____, 2025.

Kenneth D. Riley, Mayor

ATTEST:

Town Clerk

APPROVED AS TO FORM:

Town Attorney

READ, PASSED AND ADOPTED WITH A ROLL CALL VOTE OF ___ IN FAVOR AND ___ OPPOSED ON SECOND READING, AT A REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO, THIS _____ DAY OF _____, 2025.

Kenneth D. Riley, Mayor

ATTEST:

Town Clerk

APPROVED AS TO FORM:

Town Attorney



Keystone Town Council Agenda

A Regular Meeting of the Keystone Town Council was held on January 28, 2025, at 7:00 p.m. at 1628 Sts. John Rd, Keystone, CO 80435. Full and timely notice of the meeting had been posted and a quorum of the body was present.

I. CALL TO ORDER, ROLL CALL

Mayor Riley called the meeting to order at 7:03 p.m. The roll was called, and it was found there were present and participating at that time the following members: Councilmember Gretchen Davis, Councilmember Jonathan Hagenow, Councilmember Carol Kerr, Councilmember Aaron Parmet, Councilmember Valerie Thisted, and Mayor Ken Riley. The following members were absent: Councilmember Dan Sullivan (excused).

II. APPROVAL OF AGENDA

Mayor Riley presented the agenda and recommended that the consideration of Resolution 2025-06 be moved to immediately follow the consent agenda.

Councilmember Hagenow moved to approve the agenda with the recommended change. Councilmember Kerr seconded.

By voice vote, the motion passed unanimously, and the agenda was approved as presented.

III. PROCLAMATION

A. PROCLAMATION RECOGNIZING NATIONAL BROTHERHOOD OF SNOWSPORTS' LEGENDS & LEGACY SUMMIT

Mayor Riley recognized Town Manager John Crone to present the Proclamation Recognizing the National Brotherhood of Snowsports' Legends & Legacy Summit.

Councilmember Davis moved to approve the proclamation and present the National Brotherhood of Snowsports an honorary "Key to the Town" during the summit. Councilmember Parmet seconded.

By voice vote, the motion passed unanimously, and the proclamation was approved and a "Key to the Town" will be presented.

IV. COMMUNICATIONS TO COUNCIL

Mayor Riley opened the floor for public comment.

The following members of the public spoke: Peter Madland, Keystone Ranch, spoke about the communications strategies used by the Town; and Maureen Barrett, Red Hawk Lodge, spoke about the Keystone Neighbourhood Company.

Seeing no further members of the public wishing to speak, Mayor Riley closed the public comment period.

V. CONSENT

A. FIRST READING OF ORDINANCES

- 1. Ordinance 2025-O-2, An Ordinance of Town Council of The Town of Keystone, Colorado, Adopting Regulations for Emergency and Local Disaster Authority**

B. RESOLUTIONS

C. MEETING MINUTES

- 1. January 14, 2025 – Meeting Minutes**

D. EXCUSED ABSENCES

1. **Dan Sullivan – January 28, 2025**

E. OTHER

1. **Accounts Payable List**

Mayor Riley presented the consent agenda.

Councilmember Davis moved to approve the consent agenda. Councilmember Kerr seconded.

By voice vote, the motion passed unanimously, and the consent agenda was approved as presented.

VI. DISCUSSION

A. RESOLUTIONS

1. **Resolution 2025-06, A Resolution of Town Council of the Town of Keystone, Colorado, Approving an Intergovernmental Agreement with the Town of Dillon for a Combined Police Department**

Mayor Riley recognized Town Manager John Crone and Town Attorney Jennifer Madsen to introduce Resolution 2025-06, Approving an Intergovernmental Agreement with the Town of Dillon for a Combined Police Department.

Councilmember Hagenow moved to approve Resolution 2025-06.
Councilmember Parmet seconded.

On roll call, the result was:

Ayes: Councilmember Davis, Councilmember Hagenow,
Councilmember Kerr, Councilmember Parmet, Councilmember Thisted,
Mayor Riley (6)

Nays: (0)

Absent: Councilmember Sullivan (1)

The motion was approved, and Resolution 2025-06 was approved.

Following approval of the resolution, Mayor Riley recognized the Police Chief for the Towns of Keystone and Dillon, Cale Osborn, to speak.

B. CONSIDERATION OF ORDINANCES (SECOND READING/PUBLIC HEARING)

1. Ordinance 2025-O-1, An Ordinance of Town Council of The Town of Keystone, Colorado, Adopting a General Penalty Provision, Providing an Appointment Process for the Municipal Court Judge, Creating an Administrative Citation Process, and Amending Ordinance 2024-O-12 to Follow the State Schedule for Traffic Fines

Mayor Riley recognized Town Manager John Crone and Town Attorney Jennifer Madsen to introduce Ordinance 2025-O-1, Adopting a General Penalty Provision, Providing an Appointment Process for the Municipal Court Judge, Creating an Administrative Citation Process, and Amending Ordinance 2024-O-12 to Follow the State Schedule for Traffic fines.

Following the staff presentation, Mayor Riley opened the floor for public comment on Ordinance 2025-O-1.

Seeing no members of the public wishing to speak, Mayor Riley closed the public hearing.

Councilmember Davis moved to approve Ordinance 2025-O-1.
Councilmember Thisted seconded.

On roll call, the result was:

Ayes: Councilmember Davis, Councilmember Hagenow,
Councilmember Kerr, Councilmember Parmet, Councilmember Thisted,

Mayor Riley (6)

Nays: (0)

Absent: Councilmember Sullivan (1)

The motion was approved, and Ordinance 2025-O-1 was approved.

C. RESOLUTIONS

1. Resolution 2025-05, A Resolution of Town Council of the Town of Keystone, Colorado, Approving a Down Payment Assistance Program for Town Employees

Mayor Riley recognized Town Manager John Crone to introduce Resolution 2025-05, Approving a Down Payment Assistance Program for Town Employees.

Councilmember Thisted moved to approve Resolution 2025-05.

Councilmember Hagenow seconded.

By hand vote, the motion passed unanimously, and Resolution 2025-05 was approved.

D. OTHER

VII. PLANNING MATTERS

VIII. REPORT OF TOWN MANAGER AND STAFF

Town Manager John Crone provided an update on the project at U.S. Highway 6 and Rasor Drive, indicating that this was placed on the Intermountain Transportation Planning Region's priority 2 list of projects. The Town also applied for a grant from the Colorado Department of Transportation (CDOT) for this program. This will lead to better lighting, traffic calming system, narrower lanes, and a pedestrian refuge. The Town should expect continued efforts to improve this intersection as traffic counts increase. When the conceptual plans are finalized there will be a public meeting to

receive feedback from the public on the designs.

Keystone Resort did not budget any money for median maintenance in 2025. Town staff are researching this and determining what the original agreements were with CDOT. The Council should expect future updates on this project.

Staff will bring a discussion of flavored nicotine bans to a future work session for consideration.

The Colorado Association of Ski Towns meeting will take place in Breckenridge from January 29 to January 31, 2025. Several Councilmembers plan to attend.

SE Group is in the data collection phase of the comprehensive plan process. Town Council and public can expect future updates regarding public outreach in the near future.

Staff are preparing a Request for Proposals (RFP) for the reconstruction of Ranch Road to complete the work during summer of 2025.

Staff will begin the work of recruiting for advisory boards and commissions in the next few months and provide updates to Town Council.

IX. REPORT OF MAYOR AND COUNCIL

Councilmember Davis provided an update on the Colorado Municipal League (CML) Policy Committee meetings and indicated that there would be several opportunities for legislative advocacy for municipal rights in the upcoming legislative session.

Councilmember Kerr provided a brief overview of the previous Coffee with the Council and secured participants for the next Coffee with the Council on Monday, February 3, 2025, at 9:00 a.m.

X. OTHER MATTERS (Town Manager/Mayor/Councilmember may bring up items on other matters that are not on the agenda)

Councilmember Davis noted that Councilmember Sullivan's mother passed away. She recommended and the Council agreed on consensus to send a card sending condolences on behalf of the Town Council.

XI. SCHEDULED MEETINGS

XII. EXECUTIVE SESSION

XIII. ADJOURNMENT

Seeing no further business to conduct, Mayor Riley adjourned the meeting at 8:43 p.m.

TOWN OF KEYSTONE, COLORADO

STAFF REPORT

TO: Mayor & Town Councilmembers
THROUGH: John Crone, Town Manager
FROM: Jennifer Madsen, Town Attorney
DATE: February 11, 2025
SUBJECT: [SECOND READING and Public hearing] 2025-O-02, An Ordinance Of The Town Council Of The Town Of Keystone, Colorado, Adopting Regulations For Emergency And Local Disaster Authority

Executive Summary:

Ordinance 2025-O-02 establishes comprehensive regulations for emergency and local disaster authority in the Town of Keystone. The purpose of the ordinance is to enable the Town to act efficiently and decisively during emergencies, ensuring the health, safety, and welfare of residents and property. It also aligns the Town's policies with the Colorado Disaster Emergency Act.

Recommendation:

Staff recommends that Council approve Ordinance 2025-O-02 on second reading.

Background:

In recent years, Colorado municipalities have faced various situations necessitating official declarations of emergencies. Notable instances include the COVID-19 pandemic, the Marshall Fire in December 2021, and flash flooding in Lyons in September 2013. To be better equipped to respond quickly to similar disasters and emergencies, municipalities have adopted emergency ordinances for the following reasons:

- Enhance Preparedness: Clearly define roles and authority to act during

emergencies.

- Streamline Decision-Making: Provide one person with the flexibility to act decisively without procedural delays.
- Protect Public Interests: Ensure resources are allocated efficiently to mitigate harm and restore normalcy.
- Comply with Legal Frameworks: Align local emergency powers with state and federal laws while asserting home rule authority.
- Maintain Accountability: Include reporting and oversight provisions to balance authority with transparency.

The following is an overview of Ordinance 2025-O-02:

I. Legislative Intent and Interpretation. The ordinance provides that the purpose of the Article is to ensure efficient local government operations during emergencies; allocate authority for swift and effective use of Town resources to prepare for, respond to, and recover from emergencies; recognize the Town's home rule authority to supersede conflicting state laws where legally permissible; and complement the Town's Emergency Operation Plan [once a plan is adopted].

II. Definitions. The ordinance defines the Town Manager as the decision-maker in emergencies. The Town Manager has the responsibility to manage the affairs of the Town on a day-to-day basis and will have access to the communication channels with emergency services. In the definition section, Town Manager is identified as the individual who can declare an emergency. The definition of Town Manager is broader to include a succession plan in the absence or incapacity of the Town Manager and the definition is consistent with the Home Rule Charter Section 7.2. The definition of emergency is intended to be broad to include a range of unanticipated situations.

III. The Declaration of Emergency.

- Authority to Declare: The Town Manager can declare an emergency and exercise all emergency powers permitted by law.

- Notification: Requires prompt filing of the declaration with the Town Clerk, State Office of Emergency Management, Summit County Sheriff, and County Clerk. Public notification is also required.
- Duration: Declarations last seven days unless extended by Town Council consent. Town Council shall endeavor to schedule a meeting as soon as feasible.

IV. Powers of the Town Manager

- Authorizes actions to protect health, safety, and welfare, including:
 - Appropriating funds and executing contracts outside of the standard procurement processes.
 - Waiving or modifying municipal requirements to expedite emergency response.
 - Controlling public access, traffic, and evacuations.
 - Regulating the distribution of essential goods and services.
 - Acquiring volunteer or non-Town personnel resources as needed.
- Requires ongoing reporting to Town Council, which retains the authority to amend or reverse actions prospectively.

V. Scope of Authority. This section clarifies that actions taken in accordance with the ordinance are within the Town Manager's authority and the Manager would not have liability for acting outside of the delegated authority.

VI. Enforcement and Compliance. The ordinance empowers law enforcement officers to enforce emergency orders. The ordinance also establishes penalties for violating emergency orders, including fines and other enforcement actions.

VII. Authority to Enter Private Property. This section authorizes entry onto private property during emergencies to alleviate or minimize danger to lives or property

Town staff recommends the adoption of Ordinance No. 2025-O-02 for the following

reasons:

1. Improved Emergency Response: The ordinance equips the Town Manager with the necessary authority to act swiftly and effectively during emergencies.
2. Alignment with State Law: Ensures consistency with the Colorado Disaster Emergency Act while leveraging the Town's home rule authority for local adaptation.
3. Operational Efficiency: Reduces procedural delays and enables the Town to address emergencies proactively and comprehensively.
4. Public Safety and Welfare: Prioritizes the health, safety, and welfare of residents and property during times of crisis.

Alternatives:

Town Council may provide alternative direction on the topics in Ordinance 2025-O-02.

Financial Considerations:

There are no financial considerations applicable to this ordinance.

Previous Council Actions:

This ordinance was approved on first reading on January 28, 2025. A draft of this ordinance was discussed at a work session on January 14, 2025. Council provided direction for revisions to the draft ordinance. The definition of *Town Manager* was revised for consistency with Section 7.2 of the Town Charter. Under paragraph III(a), the declaration of emergency is to be filed with the Summit County Sheriff. A sentence in paragraph III(b) was added to require that Town Council shall make every effort to schedule a meeting as soon as feasible after the declaration of emergency. A clause was added to paragraph IV(c)(1) provide that the Town Manager's reports include information on substantive action taken during the emergency along with the effects of those actions.

Next Steps:

If Council approves this Ordinance on second reading, it will become effective thirty days after publication.

Suggested Motions:

Motion to APPROVE:

I move to approve Ordinance 2025-O-02, An Ordinance Of The Town Council Of The Town Of Keystone, Colorado, Adopting Regulations For Emergency And Local Disaster Authority

Motion to DENY:

I move to deny Ordinance 2025-O-02, An Ordinance Of The Town Council Of The Town Of Keystone, Colorado, Adopting Regulations For Emergency And Local Disaster Authority

Attachment:

- 2025-O-02, An Ordinance Of The Town Council Of The Town Of Keystone, Colorado, Adopting Regulations For Emergency And Local Disaster Authority

**TOWN OF KEYSTONE
ORDINANCE NO. 2025-O-02**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF KEYSTONE,
COLORADO, ADOPTING REGULATIONS FOR EMERGENCY AND LOCAL
DISASTER AUTHORITY**

WHEREAS, the Town of Keystone (“Town”) is a home rule municipal corporation created pursuant to Article XX of the Colorado Constitution; and

WHEREAS, pursuant to the Colorado Disaster Emergency Act, C.R.S. § 24-33.5-701 et seq., the principal executive officer of the Town, the Town Manager, is authorized to issue a declaration of local disaster emergency; and

WHEREAS, the Town presently lacks specific details related to authority during times of declared emergencies and additional clarification will aid the Town Manager in acting swiftly in future times of emergency to best address the needs of the citizenry and the community; and

WHEREAS, the Colorado Disaster Emergency Act, C.R.S. § 24-33.5-701 et seq. provides separate definitions for “disaster” and “emergency” and the intent is that this Ordinance will apply to all forms of disaster and emergency (collectively “emergency” as specifically defined herein); and

WHEREAS, the Town Council hereby delegates authority to the Town Manager to act in accordance with the general and specific powers set forth herein when the Town Manager reasonably believes such actions are required to protect the health, safety, and welfare of persons or property within the Town or to otherwise preserve the public peace or abate, clean up, or mitigate the effects of an emergency; and

WHEREAS, the Town Council has determined that the adoption of this Ordinance is legislative in nature and will further the public health, safety and welfare of the residents of the Town.

**THE TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO,
ORDAINS:**

Section 1. The foregoing recitals are hereby affirmed and incorporated herein by this reference as findings of the Town Council.

Section 2. The Town Council adopts an Emergency or Local Disaster Article.

EMERGENCY OR LOCAL DISASTER ARTICLE

I. Legislative intent and interpretation.

(a) This Article is intended to:

(1) provide for the efficient operation of local government in times of declared emergency;

(2) provide for the allocation of the necessary powers and authority to enable a timely and effective use of all available Town resources to prepare for, respond to, and recover from emergencies that are likely to affect the health, security, safety or property of Town inhabitants;

(3) enable the Town to avoid delay when addressing emergency circumstances and the impacts of emergencies;

(4) recognize and accept all powers and authority granted or afforded to the Town of Keystone by state and federal laws during times of emergencies; and

(5) implement, to the greatest extent possible, the constitutional home rule authority of the Town of Keystone.

(b) To best effectuate the intent of this Article, this Article shall be interpreted whenever lawfully permitted to supersede conflicting state law and recognize, to the greatest extent possible, the Town's home rule authority. Although conformance with state law is always preferred, during times of emergency, the Town Council recognizes that the protection of the health, safety, and welfare of the citizens of the Town shall be of utmost importance.

(c) This Article is intended to compliment the specific emergency response activities and strategies generally governed by the Town-adopted Emergency Operation Plan.

II. Definitions.

Town Manager means the appointed Town Manager for the Town of Keystone. In the event of the Town Manager's temporary absence or incapacity, as provided in Section 7.2 of the Town of Keystone Home Rule Charter, the Town Manager shall designate a qualified administrative employee to perform their duties through a letter filed with the Town Clerk. If the Town Manager fails to make such a designation, the Mayor may appoint a qualified administrative employee to assume the Town Manager's duties until the Town Manager returns in accordance with Section 7.2 of the Charter.

Declaration means a written document executed by the Town Manager which declares an emergency.

Emergency means any occurrence or threat of circumstances of widespread or severe damage, injury, or loss of life or property, whether of natural or human origin and whether actual or potential, including, but not limited to wildfire, wind, blizzard, flood, drought, building or structural collapse or failure, explosion, utility emergency, sudden and severe energy shortages, hazardous substance spills, biological material release, pandemic, civil disturbance, in which the safety and welfare of the inhabitants of the Town or their property are jeopardized or placed at extreme peril and in which timely action to avert or minimize damage is essential.

III. Declaration of Emergency.

(a) The Town Manager shall be authorized to declare that an emergency exists. The issuance of a declaration of emergency shall automatically empower the Town Manager to exercise all emergency powers permitted by federal, state, and local law, including, but not limited to, the specific authority as set forth in this Article. Any declaration of emergency issued by the Town Manager shall be promptly filed with the Town Clerk, the State Office of Emergency Management, the Summit County Sheriff, and the County Clerk. Whenever practicable, prior to filing a declaration of emergency, the Town Manager shall notify the Town Council of the intent to issue a declaration of emergency. The Town Manager shall also notify the Town Council of the actual issuance of a declaration of emergency as soon as possible thereafter. The general public shall also be notified of a declaration of emergency through general dissemination of the declaration to the news media, posting of the declaration on the Town website, or by other means of communication deemed appropriate by the Town Manager for informing the general public.

(b) The Town Manager's declaration of emergency shall be in effect for a period not to exceed seven (7) days, which period shall be extended only by consent of the Town Council. Individual members of the Town Council may provide their consent to the extension of the Town Manager's declared period of emergency through written letter, electronic mail, or verbal response delivered to the Town Manager. The Town Manager's receipt of consent from a majority of all members of the Town Council shall constitute the required Town Council consent for extension. Any extension of the emergency declaration shall be later memorialized by the approval of a resolution or motion of the Town Council ratifying such extension at the next practicable Council meeting. Town Council shall make every effort to schedule this meeting as soon as feasible after the declaration of emergency. Once extended, the declaration shall remain in effect until it is repealed by the Town Council.

IV. Powers of the Town Manager.

(a) Findings Required. Upon the issuance of a declaration of an emergency, the Town Manager shall issue such orders or take such action as may be required to

protect the health, safety, and welfare of persons or property within the Town or to otherwise preserve the public peace or abate, clean up, resolve, mitigate, or address the effects of an emergency. Actions or orders taken by the Town Manager pursuant to a declared emergency must be taken following the Town Manager's determination that the order or action is: (1) directly needed to address the emergency or alleviate burdens resulting from the emergency; and (2) absent such order or action, detriment, harm, expense, or difficulty will likely be experienced by the general public, Town staff, or other persons who rely upon the Town and its services. Such orders or actions may be amended from time to time during the period of a declared emergency at the discretion of the Town Manager.

(b) Powers. Notwithstanding the provisions below in this subsection (b), Town Council shall retain the authority to amend, cease or reverse any action taken by the Town Manager in accordance with subsection (c). The Town Manager, pursuant to a declared emergency, and in accordance with subsection (a), may issue orders or take other actions as the Town Manager reasonably believes is required to protect the health, safety, welfare of persons or property within the Town or to otherwise preserve the public peace or abate, clean up, or mitigate the effects of any emergency, including, but not limited to, the following:

(1) Unless otherwise restricted by a resolution or ordinance of the Town Council adopted or enacted during the period of a declared emergency, incur financial obligations and execute contracts and agreements on behalf of the Town for expenditures that shall not exceed the Town's total restricted and unassigned funds that are not otherwise committed to another purpose by law or contract.

(2) Appropriate and expend funds, execute contracts, authorize purchases of property, equipment, services, supplies, and materials without strict compliance with Town procurement procedures, policies, rules, or regulations.

(3) To the extent consistent with the United States and Colorado constitutions, waive, alter, or reschedule any time requirement, deadline, procedure, scheduled hearing, or other event in the Municipal Court in consultation with the court staff and Presiding Municipal Judge.

(4) Suspend or temporarily modify requirements of Town ordinances, the Municipal Code, and any Town policies, directives, or procedures if compliance would prevent, hinder, or delay action that is necessary to cope with or best address an emergency, for a maximum period as necessary only to address and redress the emergency. Examples of actions that may be taken pursuant to this authority include, but are not limited to:

- a. Authorize, on a temporary basis, a land use not otherwise permitted in a zone district where such land use is necessary for the immediate health, safety and welfare such as storage of heavy equipment or placement of a temporary structure.

- b. Postpone or delay any public hearing timing or other procedural requirement for a development application under the Land Use Code if the Town Manager finds the action necessary to protect the public health, safety, and welfare and ensure due process. When altering any such requirement, the Town Manager shall consider the ability of all interested parties to have adequate opportunity to participate in the public hearing.
- c. Waive or modify any procedures and formalities, including method of public notices, deemed by the Town Manager (1) to be inordinately time-consuming or impossible to satisfy, or (2) which prevent the delivery of goods and/or services, or (3) which impair the efficient conduct of meetings and hearings.
- d. Authorize, with or without application, the renewal or extension of existing permits or authorizations when such renewal or extension would allow the permit holder(s) to provide or deliver needed goods, services, or benefits to the general public.
- e. Waive fees, charges, costs, and expenses imposed by the Town when such waiver will provide economic relief to businesses or citizens or otherwise make goods, services or benefits more readily available to the public.
- f. Waive fees and modify Building Services processes for review and issuance of building permits to allow for expeditious rebuilding following a disaster.
- g. Permit and expand allowances for the use of electronic signatures for Town documents when legally permissible and when such allowances, in the determination of the Town Manager, assist the Town to operate more efficiently.
- h. Forgo, postpone, or delay enforcement of any municipal and civil law or requirement where such forbearance, postponement, or delay would directly enable the Town to devote its resources to addressing other needs.
- i. Direct and compel the evacuation of all or a part of the population from any stricken or threatened areas or property within the Town if the Town Manager deems this action is necessary for the preservation of life or property and preclude reentry into an evacuated area until appropriate.

- j. Prescribe routes, modes of transportation, access points, and destinations in connection with an evacuation.
- k. Impose traffic restrictions to allow emergency response, or otherwise control traffic, including the imposition of a prohibition of all traffic except for vehicles operated by individuals deemed essential to assist in the emergency operations, and prohibit any person from stopping, standing, parking, or abandoning a vehicle in a right of way that obstructs emergency operations.
- l. Control, open, or close streets, alleys, sidewalks, public parks, public ways, or other public places, or eliminate access to buildings, streets, alleys, sidewalks, or other public or private places.
- m. Delegate duties specifically assigned or limited to the Town Manager to other Town employees or contractors and transfer the direction, personnel, or functions of Town departments and agencies.
- n. Acquire the services of non-Town personnel as may be available, including citizen volunteers, if regular Town employee resources are determined to be inadequate, with the understanding that all duly authorized persons rendering emergency services pursuant to this provision shall be entitled to the privileges and immunities provided by state law.
- o. Apply for and accept on behalf of the Town and its Town Council, any form or type of private, non-profit, governmental, or quasi-governmental gifts, grants, loans, equipment, services, goods, supplies, materials and assistance.
- p. Make provisions for the harboring, leashing, containment, quarantine, health, and safety of animals.
- q. Terminate or suspend any process, operation, machine, device, or event when, in the absence of such termination or suspension, there is imminent danger that the life, health, safety, and/or welfare of persons or the physical security of property within the Town will be seriously compromised.
- r. Control, restrict, allocate, or regulate the use, sale, production, or distribution of food, water, clothing, and other commodities, materials, goods, services, and resources.

- s. Require the closing of or restrictions upon operations of businesses when deemed nonessential by the Town Manager or when, in the absence of such action, there would be an imminent danger that the life, health, safety, and/or welfare of persons or the physical security of property within the Town might be seriously compromised.
- t. To the extent permitted by law, prohibit the sale or distribution within the Town of any products which could be employed in a manner that would constitute a danger to public health or safety.
- u. Use or traverse any private property if such action is necessary to address an actual and imminent threat to life, health, or property that is caused by an emergency condition, subject, however, to applicable legal requirements for permission, authorization, and/or compensation.

(c) Notice to Town Council; Town Council retains authority to amend or reverse.

(1) Whenever the Town Manager issues a substantive order or takes substantive action in accordance with this Section, the Town Manager shall provide an ongoing and updated report to the Town Council outlining each such substantive action or order that would otherwise not be within the Town Manager's scope of authority absent the declaration of an emergency, along with the effects of those actions. The Town Manager shall promptly provide such report to the Town Council as time permits during the management of the emergency. Such notification may be made by electronic mail, telephone call, or report at the next ensuing Town Council meeting.

(2) The Town Council may, by a majority of those present and voting, determine to amend, cease or reverse the effectiveness of any action of the Town Manager taken pursuant to this Section to the extent such amendment, reversal or cessation does not impair any contract legally entered into by authority of the Town Manager under this Section. Such amendment, reversal or cessation shall be prospective in nature only.

V. Scope of Authority.

The Town Manager's actions in conformance with this Article are within the Town Manager's scope of authority. The Town Council agrees to immunize and hold harmless the Town Manager for performing activities in conformance with this Section.

VI. Enforcement.

(a) Law enforcement shall be authorized to enforce the orders, rules, and regulations made or issued by the Town Manager or the Town Council pursuant to a declared emergency.

(b) All members of the public shall be deemed to have been given notice of the restrictions, prohibitions and requirements contained within a declaration of emergency upon its dissemination to the news media or publication on the Town website or by use of other means of publicity.

(c) During the period of a declared emergency, a person shall not:

- (1) Enter or remain upon the premises of any establishment closed for business to the general public, unless such person is the owner or authorized agent of the establishment, if existing orders allow the owner or authorized agent to so enter or remain;
- (2) Violate or fail to comply with any of the orders duly issued by the Town Manager pursuant to such declaration; or
- (3) Willfully obstruct, hinder, or delay any duly authorized Town officer, employee, or volunteer in carrying out any of the orders duly issued by the Town Manager pursuant to such declaration, in enforcing or exercising the provisions of this Article, or in undertaking any activity pursuant to this Article.

VII. Authority to enter property.

During the period of a declared emergency, a Town employee or authorized agent may enter onto or upon private property if the employee or authorized agent has reasonable grounds to believe that there is a true emergency and an immediate need for assistance for the protection of life or property, and that entering onto the private property will allow the person to take such steps to alleviate or minimize the emergency or to prevent or minimize danger to lives or property due to the declared emergency

Section 3. Severability. Should any one or more sections or provisions of this Ordinance be judicially determined invalid or unenforceable, such judgment shall not affect, impair, or invalidate the remaining provisions of this Ordinance, the intention being that the various sections and provisions are severable.

Section 4. Codification. This ordinance may be codified and numbered for purposes of codification without the need for further approval by the Town Council.

Section 5. Effective Date. The Ordinance shall be effective thirty days after publication.

INTRODUCED, READ AND PASSED AS AN ORDINANCE, ON FIRST READING, AND SCHEDULED FOR PUBLIC HEARING ON _____, AT A REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO, THIS

_____ DAY OF _____, 2025.

Kenneth D. Riley, Mayor

ATTEST:

Town Clerk

APPROVED AS TO FORM:

Town Attorney

READ, PASSED AND ADOPTED WITH A ROLL CALL VOTE OF ___ IN FAVOR AND ___ OPPOSED ON SECOND READING, AT A REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO, THIS _____ DAY OF _____, 2025.

Kenneth D. Riley, Mayor

ATTEST:

Town Clerk

APPROVED AS TO FORM:

Town Attorney

TOWN OF KEYSTONE, COLORADO

STAFF REPORT

TO: Mayor & Town Councilmembers
FROM: John Crone, Town Manager
DATE: February 11, 2025 – Council Meeting
SUBJECT: Ordinance 2025-O-04, Regarding the Licensing of
Businesses.

Executive Summary:

This is the first reading of a proposed ordinance that will create a business licensing program.

Background:

Reasons for Business Licensing

There are several reasons for the Town to require business licensing. Not all situations will apply to all businesses.

Administrative Compliance – Requiring a license will help Town staff efficiently determine whether a business is complying with local requirements and regulations. This includes being able to quickly determine whether a business is paying all required taxes and fees, and ensuring that the Town has a valid contact for anyone doing business here.

Zoning and Code Compliance – The land-use code has many restrictions on use depending upon where a property is located. Requiring a business license will enable staff to review a business' plans and make sure that they are in line with neighborhood requirements before the business opens.

Consumer Protection – It is important that the Town take steps to protect its citizens from unscrupulous business scams. A business license requirement will not provide absolute protection; but it is another step that will help identify those individuals who don't take all of the steps necessary to run a legal business before those individuals can take advantage of our citizens.

Public Health and Welfare – The proposed ordinance will require business license applicants to submit a fire and life safety inspection before the license is issued. This is an important step to protect the health and welfare of the people visiting the business.

Types of Licenses

The proposed ordinance provides for two types of licenses.

Annual Business License – This is the standard license required for anyone who regularly conducts business within the Town limits. These licenses cover two types of businesses:

- Fixed Premise – Fixed premise are those businesses that occupy a brick and mortar building within the Town limits.
- Remote Location – Remote location businesses are those businesses that are located in a different jurisdiction but provide goods or services to people within the Town limits. Building contractors are often an example of a remote location business.

Peddler / Solicitor / Transient Vendor Licenses – Peddler / Solicitor / Transient Vendor licenses are issued to businesses that only operate in the town for a very short time. These types of licenses are often issued to businesses that come into town for festivals or fairs. They are very important for ensuring that the town receives correct sales tax payments.

There are also many types of businesses that are required to obtain additional licenses from either the state or from the Town. These include regulated professions such as

doctors or massage therapists and regulated businesses such as liquor sellers or marijuana facilities.

State regulations also limit the ability of the Town from charging a fee for a general business license to a retailer that either does not have a physical presence in the local taxing jurisdiction (the Town) or only has an incidental physical presence within the Town.

Under the state statute, *Physical Presence* means performing or providing services or selling, leasing, renting, delivering, or installing tangible personal property for storage, use, or consumption within the local taxing jurisdiction. Physical presence includes any of the following activities:

- Directly or indirectly by a subsidiary maintaining a building, store, office, salesroom, warehouse, or other place of business within the local jurisdiction;
- Sending one or more employees, agents, or commissioned salespersons into the local jurisdiction to solicit business, to install, assemble, repair, service, or assist in the use of its products, or for demonstration or other reasons;
- Maintaining one or more employees, agents, or commissioned salespersons on duty at a location within the local taxing jurisdiction;
- Owning, leasing, renting or otherwise exerting control over real or personal property sales within the local taxing jurisdiction;
- Engaging in activities within the taxing jurisdiction that are subject to other business, fire, zoning, or other regulations of the local jurisdiction; or
- Being subject to taxable privileges other than the requirements to collect sales tax imposed by the local taxing jurisdiction.

Incidental Physical Presence means performing or providing services or selling, leasing, renting, delivering, or installing tangible personal property for storage, use, or consumption within the local taxing jurisdiction that occurs infrequently and is not regularly scheduled within the ordinary course of an individual or entity's business activities.

There are other businesses that are exempt from licensing requirements or that staff believes should be exempt. These include other government organizations, charities, kids operating businesses (lemonade stands), and those businesses exempt under state or federal laws.

Fees

It is staff’s recommendation that the Town adopt the fees for business licenses as a separate resolution that will be presented during the second reading of the ordinance.

Frisco	General License	\$75
	Temporary	\$25/day (not to exceed \$75)
Silverthorne	General and Peddler	\$75
Blue River	General License	\$50
Breckenridge	varies	expensive
Dillon	General	\$60
Winter Park	General	\$60

Previous Council Actions

January 14, 2025 – workshop on details of proposed program

Financial Impacts:

The proposed ordinance will generate approximately ten thousand dollars in annual fees, depending on the fee structure approved by the Town Council.

Proposed Motions:

If the Council is interested in creating a business licensing program, it may do so by approving the following motion: *I move to approve on first reading Ordinance 2025-O-04, Regarding the Licensing of Businesses.*

If the Council does not want to create such a program, it may do so by approving the following motion *I move to deny Ordinance 2025-O-04, Regarding the Licensing of Businesses*

Draft Ordinance

**TOWN OF KEYSTONE
ORDINANCE NO. 2025-O-04**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF KEYSTONE,
COLORADO, REGARDING THE LICENSING OF BUSINESSES**

WHEREAS, the Town of Keystone, Colorado (“Town”) is a home rule municipality, duly organized and existing under the laws of the state of Colorado; and

WHEREAS, the Town of Keystone Town Charter article 2.9 grants the Keystone Town Council the right to exercise all legislative powers and functions of municipal government; and

WHEREAS, Colorado Revised Statute 31-15-501(1)(c) grants municipalities the authority to license businesses; and

WHEREAS, the Town of Keystone Town Council has found that the licensing of businesses will enhance the compliance of businesses with local laws; and

WHEREAS, the Town Council has determined that it is in the best interest of the health, safety, and welfare of the Town and its citizens adopt an ordinance to license businesses in a cost effective, efficient, expedient, and effective manner.

NOW THEREFORE, BE IT ORDAINED by the Town Council of the Town of Keystone, Colorado, as follows:

Section 1. The Town Council adopts the items in attached Exhibit A as the Town’s business license ordinance regarding the licensing of businesses operating within the town limits of the Town of Keystone.

Section 2. Should any one or more sections or provisions of this Ordinance or of the Code provisions enacted hereby be judicially determined invalid or unenforceable, such judgment shall not affect, impair or invalidate the remaining provisions of this Ordinance or of such Code provision, the intention being that the various sections and provisions are severable.

Section 3. Any and all Ordinances or Codes or parts thereof in conflict or inconsistent herewith are, to the extent of such conflict or inconsistency, hereby repealed; provided, however, that the repeal of any such Ordinance or Code or part thereof shall not revive any other section or part of any Ordinance or Code provision heretofore repealed or superseded.

Section 4. Codification. This ordinance may be codified and numbered for purposes of codification without the need for further approval by the Town Council.

Section 5. Effective Date. After adoption by the Town Council, this ordinance shall take effect on _____.

INTRODUCED, READ AND PASSED AS AN ORDINANCE, ON FIRST READING, AND SCHEDULED FOR PUBLIC HEARING ON _____, AT A REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO, THIS

_____ DAY OF _____, 2025.

Kenneth D. Riley, Mayor
ATTEST:

Town Clerk

APPROVED AS TO FORM:

Town Attorney

READ, PASSED AND ADOPTED WITH A ROLL CALL VOTE OF ___ IN FAVOR AND ___ OPPOSED ON SECOND READING, AT A REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO, THIS _____ DAY OF _____, 2025.

Kenneth D. Riley, Mayor
ATTEST:

Town Clerk

APPROVED AS TO FORM:

Town Attorney

Exhibit A
Town of Keystone Business Licensing Ordinance

Section 1. – Title.

This ordinance shall be known as the *BUSINESS LICENSE ORDINANCE*.

Section 2. - Purpose.

The purpose of this Ordinance is to require the annual licensing and limited regulation of all business conducted within the town and to provide the town with necessary information concerning the activities of businesses in order to protect the property, health, welfare, peace or safety of its citizens, inhabitants and visitors.

Section 3. - Definitions.

For purposes of this ordinance, the following definitions shall apply:

BUSINESS: Any business (including sales of tangible personal property and furnishing of services), profession, occupation, or activity engaged in by a person for profit, gain, benefit or advantage which is conducted within the town.

LICENSE YEAR: All licenses shall automatically expire the June 30 immediately following the issuance or renewal of the license unless revoked pursuant to the provisions of this Ordinance.

LICENSEE: Any person required to obtain an annual business license.

MINOR-OPERATED BUSINESS: A business solely operated by persons under the age of eighteen (18) for not more than eighty-four (84) days in any calendar year.

PERSON: Any individual, partnership, corporation, firm, estate, trust, association, joint venture or other entity.

TOWN: The town of Keystone, Colorado.

Section 4. – License required.

It shall be unlawful for any person to commence or carry on any business within the Town without having first obtained a license from the Town. It shall be unlawful for any person to operate or carry on a business under the license of another and no licensee shall allow or permit any other person to operate under the licensee's permit. It shall be unlawful for a licensee to continue to engage in any business or activity after their license has expired.

Section 5. – Two forms of licenses

There shall be two forms of business licenses issued by the Town of Keystone:

A) Annual Business License – issued to all business except for those defined in subsection B of this Section.

B) Peddler/ / Solicitor / Transient Vendor License.

Peddler means any person who goes from house to house, from place to place or from street to street, traveling by foot, vehicle, or any other type of conveyance, carrying or transporting merchandise for the purpose of selling and delivering the merchandise to customers.

Solicitor means any person who goes from house to house, from place to place or from street to street, traveling by foot, vehicle or any other type of conveyance, soliciting, taking or attempting

to take orders for the sale of merchandise or services of any kind for future performance or delivery, whether or not such individual has, carries or exposes for sale a sample of the merchandise or services and whether or not he or she is collecting advance payments on such sales or orders, or who engages in any of the foregoing activities from a stationary location, any street or other public place. The word solicitor shall also refer to the word canvasser or any other person who goes from door to door as described above or stands upon any street or other public place soliciting or collecting funds.

Transient Vendor means any person who bring into temporary premises and exhibits stocks of merchandise to the public for the purpose of selling or offering to sell the merchandise to the public.

Section 5. - Exemptions

The following entities and events shall be exempt from the provisions of this Chapter:

- A. Churches or established religious organizations;
- B. Charitable organizations;
- C. Hospitals;
- D. Schools;
- E. Governments;
- F. Persons exempt under federal or Colorado law;
- G. Special events as licensed by the Town of Grand Lake;
- H. Wholesale businesses that are not required to obtain a Colorado retail sales license;
- I. Businesses that have a state standard retail license without a physical presence in the Town, as defined by C.R.S. § 39-26-802.9(2)(e), as amended;
- J. Businesses that have a state standard retail license with only an incidental physical presence in the Town, as defined by C.R.S. § 39-26-802.9(2)(c), as amended;
- K. Minor-operated businesses;
- L. Entertainment for which no fee is charged, and which is not subject to regulation by the Town of Keystone;
- M. Free distribution of information, flyers, pamphlets, brochures or petitions; and
- N. Yard sales.
- O. Short-term rental properties that have been issued an active STR license by the Town of Keystone.

Section 6. Business to obtain license for each establishment.

An annual business license shall be obtained for each place of business within the town regardless of whether the business conducted therein is a separate business or a branch, division or agency of a licensed business situated at another location in town.

Section 7. – Sharing a business location.

Businesses that are comprised of several persons within the same or similar occupations, which may or may not be considered by that business as independent contractors or other independent entities for federal income tax purposes, such as, without limitation, real estate agents and cosmetologists, shall be considered one (1) business entity for purposes of this Ordinance.

Section 8. – Business license fee and payment.

A. License Fee: The license fee for the all business license shall be set by Council resolution. No refunds shall be considered by the town.

B. Term of License: Every annual business license shall be valid through June 30 immediately following the issuance of the license.

Peddler/ / Solicitor / Transient Vendor Licenses shall be valid for a period of seven days following the activation of such license.

C. Payment: Every business shall obtain an annual business license prior to the commencement of business and shall pay the license fee specified in subsection A of this section.

D. Annual Renewal: It shall be the duty of each annual business licensee to obtain a renewal of such license by payment of the annual license fee to the town clerk on or before the day of its expiration as provided in subsection B of this section.

D. If a license fee is paid by credit card, the Town may impose a convenience fee for the use of this alternative form of payment in an amount not to exceed the actual additional cost incurred by the Town to process the transaction. Any such convenience fee shall be imposed in accordance with the rules of the credit card provider. In the event of declined payment or insufficient funds, the Town may assess a penalty in an amount set by resolution. After a second declined payment or second instance of insufficient funds, the Town may require all payments from that business to be by certified funds, cashier's check or cash.

Section 9. - Administration.

The administration of this Article is hereby vested with the Town Clerk who is hereby authorized to:

- (A) Collect license fees and issue receipts therefore.
- (B) Adopt all forms and prescribe the information to be given therein.
- (C) Investigate and determine the eligibility of each applicant for a license.
- (D) Promulgate and enforce all reasonable rules and regulations necessary to the operation and enforcement of this Ordinance.
- (E) Investigate, report and recommend to the Town Council the suspension or revocation of license for violation by the licensee of a provision of this Ordinance.
- (F) Require an applicant to produce documentation supporting information given on the business license application if the initial documentation is missing, incomplete, or the Clerk has reason to believe the nature of the business has substantially changed since the time of application.

Section 10. – Grounds for denial of license.

The Clerk shall examine the information provided by the applicant for the license and shall have the authority to deny the issuance or renewal of the license if the applicant, licensee, or premises has not complied with the general laws and statutes of the State or the ordinances of the Town in the application process. No license shall be issued for the conduct of any business if the premises and building are to be used for the purpose that does not fully comply with the requirements of the Town, or would otherwise violate any federal, state, or local law.

Section 11. - Appeal

Any person aggrieved by the action of the Clerk in the denial of a license, denial of a license renewal shall have the right of appeal to the Town Manager, unless the reason for the denial is an incomplete application, nonconformance with the zoning or building codes or failure to pay

required fees. Such appeal shall be taken by filing with the Town Manager, within fourteen (14) days after the notice of the action complained of has been provided to such person in writing, a written statement setting forth fully the grounds for appeal. The Town Manager shall set a time and place for an administrative hearing on such appeal, and five (5) days' notice of such hearing shall be given to the licensee in writing. The decision of the Town Manager on such appeal shall be final and conclusive. The licensee may not operate the business or enterprise licensed during the pendency of said appeal. The Town Manager's decision shall be the final action of the Town.

Section 12. – Requirements of Licensee.

Every licensee under this Ordinance shall do the following:

- A. Comply With Laws: Ascertain and at all times comply with all laws and regulations applicable to a licensed business;
- B. Avoidance Of Illegal Practices: Avoid any illegal, dangerous or harmful practices or conditions which are detrimental to the public property, health, welfare, peace or safety;
- C. Refrain From Business: Refrain from engaging in business on the licensed premises during a period when the license is revoked or suspended;
- D. Posting: The licensee shall post the current business license in a conspicuous place on the licensed premises at all times

Section 13. - Enforcement.

The Town may seek an injunction to restrain a person from engaging in business within the Town who does not obtain an annual business license under this ordinance or whose license is revoked or suspended, and this remedy shall be in addition to all other remedies prescribed in this ordinance or by law.

Section 14. - Penalty.

Any person who violates a provision of this chapter is guilty of an administrative violation and, upon conviction thereof, shall be fined as provided in the Town of Keystone's General Penalties Ordinance. Each day of business without a current business license shall constitute a separate offense.

**TOWN OF KEYSTONE
ORDINANCE NO. 2025-O-04**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF KEYSTONE,
COLORADO, REGARDING THE LICENSING OF BUSINESSES**

WHEREAS, the Town of Keystone, Colorado (“Town”) is a home rule municipality, duly organized and existing under the laws of the state of Colorado; and

WHEREAS, the Town of Keystone Town Charter article 2.9 grants the Keystone Town Council the right to exercise all legislative powers and functions of municipal government; and

WHEREAS, Colorado Revised Statute 31-15-501(1)(c) grants municipalities the authority to license businesses; and

WHEREAS, the Town of Keystone Town Council has found that the licensing of businesses will enhance the compliance of businesses with local laws; and

WHEREAS, the Town Council has determined that it is in the best interest of the health, safety, and welfare of the Town and its citizens adopt an ordinance to license businesses in a cost effective, efficient, expedient, and effective manner.

NOW THEREFORE, BE IT ORDAINED by the Town Council of the Town of Keystone, Colorado, as follows:

Section 1. The Town Council adopts the items in attached Exhibit A as the Town’s business license ordinance regarding the licensing of businesses operating within the town limits of the Town of Keystone.

Section 2. Should any one or more sections or provisions of this Ordinance or of the Code provisions enacted hereby be judicially determined invalid or unenforceable, such judgment shall not affect, impair or invalidate the remaining provisions of this Ordinance or of such Code provision, the intention being that the various sections and provisions are severable.

Section 3. Any and all Ordinances or Codes or parts thereof in conflict or inconsistent herewith are, to the extent of such conflict or inconsistency, hereby repealed; provided, however, that the repeal of any such Ordinance or Code or part thereof shall not revive any other section or part of any Ordinance or Code provision heretofore repealed or superseded.

Section 4. Codification. This ordinance may be codified and numbered for purposes of codification without the need for further approval by the Town Council.

Section 5. Effective Date. After adoption by the Town Council, this ordinance shall take effect on _____.

INTRODUCED, READ AND PASSED AS AN ORDINANCE, ON FIRST READING, AND SCHEDULED FOR PUBLIC HEARING ON _____, AT A REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO, THIS

_____ DAY OF _____, 2025.

Kenneth D. Riley, Mayor

ATTEST:

Town Clerk

APPROVED AS TO FORM:

Town Attorney

READ, PASSED AND ADOPTED WITH A ROLL CALL VOTE OF ___ IN FAVOR AND ___ OPPOSED ON SECOND READING, AT A REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO, THIS _____ DAY OF _____, 2025.

Kenneth D. Riley, Mayor

ATTEST:

Town Clerk

APPROVED AS TO FORM:

Town Attorney

Exhibit A
Town of Keystone Business Licensing Ordinance

Section 1. – Title.

This ordinance shall be known as the *BUSINESS LICENSE ORDINANCE*.

Section 2. - Purpose.

The purpose of this Ordinance is to require the annual licensing and limited regulation of all business conducted within the town and to provide the town with necessary information concerning the activities of businesses in order to protect the property, health, welfare, peace or safety of its citizens, inhabitants and visitors.

Section 3. - Definitions.

For purposes of this ordinance, the following definitions shall apply:

BUSINESS: Any business (including sales of tangible personal property and furnishing of services), profession, occupation, or activity engaged in by a person for profit, gain, benefit or advantage which is conducted within the town.

LICENSE YEAR: All licenses shall automatically expire the June 30 immediately following the issuance or renewal of the license unless revoked pursuant to the provisions of this Ordinance.

LICENSEE: Any person required to obtain an annual business license.

MINOR-OPERATED BUSINESS: A business solely operated by persons under the age of eighteen (18) for not more than eighty-four (84) days in any calendar year.

PERSON: Any individual, partnership, corporation, firm, estate, trust, association, joint venture or other entity.

TOWN: The town of Keystone, Colorado.

Section 4. – License required.

It shall be unlawful for any person to commence or carry on any business within the Town without having first obtained a license from the Town. It shall be unlawful for any person to operate or carry on a business under the license of another and no

licensee shall allow or permit any other person to operate under the licensee's permit. It shall be unlawful for a licensee to continue to engage in any business or activity after their license has expired.

Section 5. – Two forms of licenses

There shall be two forms of business licenses issued by the Town of Keystone:

A) Annual Business License – issued to all business except for those defined in subsection B of this Section.

B) Peddler / / Solicitor / Transient Vendor License.

Peddler means any person who goes from house to house, from place to place or from street to street, traveling by foot, vehicle, or any other type of conveyance, carrying or transporting merchandise for the purpose of selling and delivering the merchandise to customers.

Solicitor means any person who goes from house to house, from place to place or from street to street, traveling by foot, vehicle or any other type of conveyance, soliciting, taking or attempting to take orders for the sale of merchandise or services of any kind for future performance or delivery, whether or not such individual has, carries or exposes for sale a sample of the merchandise or services and whether or not he or she is collecting advance payments on such sales or orders, or who engages in any of the foregoing activities from a stationary location, any street or other public place. The word solicitor shall also refer to the word canvasser or any other person who goes from door to door as described above or stands upon any street or other public place soliciting or collecting funds.

Transient Vendor means any person who bring into temporary premises and exhibits stocks of merchandise to the public for the purpose of selling or offering to sell the merchandise to the public.

Section 5. - Exemptions

The following entities and events shall be exempt from the provisions of this Chapter:

- A. Churches or established religious organizations;
- B. Charitable organizations;
- C. Hospitals;
- D. Schools;
- E. Governments;
- F. Persons exempt under federal or Colorado law;
- G. Special events as licensed by the Town of Grand Lake;
- H. Wholesale businesses that are not required to obtain a Colorado retail sales license;
- I. Businesses that have a state standard retail license without a physical presence in the Town, as defined by C.R.S. § 39-26-802.9(2)(e), as amended;
- J. Businesses that have a state standard retail license with only an incidental physical presence in the Town, as defined by C.R.S. § 39-26-802.9(2)(c), as amended;
- K. Minor-operated businesses;
- L. Entertainment for which no fee is charged, and which is not subject to regulation by the Town of Keystone;
- M. Free distribution of information, flyers, pamphlets, brochures or petitions; and
- N. Yard sales.
- O. Short-term rental properties that have been issued an active STR license by the Town of Keystone.

Section 6. Business to obtain license for each establishment.

An annual business license shall be obtained for each place of business within the town regardless of whether the business conducted therein is a separate business or a branch, division or agency of a licensed business situated at another location in town.

Section 7. – Sharing a business location.

Businesses that are comprised of several persons within the same or similar occupations, which may or may not be considered by that business as independent contractors or other independent entities for federal income tax purposes, such as, without limitation, real estate agents and cosmetologists, shall be considered one (1) business entity for purposes of this Ordinance.

Section 8. – Business license fee and payment.

A. License Fee: The license fee for the all business license shall be set by Council resolution. No refunds shall be considered by the town.

B. Term of License: Every annual business license shall be valid through June 30 immediately following the issuance of the license.

Peddler/ / Solicitor / Transient Vendor Licenses shall be valid for a period of seven days following the activation of such license.

C. Payment: Every business shall obtain an annual business license prior to the commencement of business and shall pay the license fee specified in subsection A of this section.

D. Annual Renewal: It shall be the duty of each annual business licensee to obtain a renewal of such license by payment of the annual license fee to the town clerk on or before the day of its expiration as provided in subsection B of this section.

D. If a license fee is paid by credit card, the Town may impose a convenience fee for the use of this alternative form of payment in an amount not to exceed the actual additional cost incurred by the Town to process the transaction. Any such convenience fee shall be imposed in accordance with the rules of the credit card provider. In the event of declined payment or insufficient funds, the Town may assess a penalty in an amount set by resolution. After a second declined payment or second instance of insufficient funds, the Town may require all payments from that business to be by certified funds, cashier's check or cash.

Section 9. - Administration.

The administration of this Article is hereby vested with the Town Clerk who is hereby authorized to:

- (A) Collect license fees and issue receipts therefore.
- (B) Adopt all forms and prescribe the information to be given therein.
- (C) Investigate and determine the eligibility of each applicant for a license.
- (D) Promulgate and enforce all reasonable rules and regulations necessary to the operation and enforcement of this Ordinance.
- (E) Investigate, report and recommend to the Town Council the suspension or revocation of license for violation by the licensee of a provision of this Ordinance.
- (F) Require an applicant to produce documentation supporting information given on the business license application if the initial documentation is missing, incomplete, or the Clerk has reason to believe the nature of the business has substantially changed since the time of application.

Section 10. – Grounds for denial of license.

The Clerk shall examine the information provided by the applicant for the license and shall have the authority to deny the issuance or renewal of the license if the applicant, licensee, or premises has not complied with the general laws and statutes of the State or the ordinances of the Town in the application process. No license shall be issued for the conduct of any business if the premises and building are to be used for the purpose that does not fully comply with the requirements of the Town, or would otherwise violate any federal, state, or local law.

Section 11. - Appeal

Any person aggrieved by the action of the Clerk in the denial of a license, denial of a license renewal shall have the right of appeal to the Town Manager, unless the reason for the denial is an incomplete application, nonconformance with the zoning or building codes or failure to pay required fees. Such appeal shall be taken by filing with the Town Manager, within fourteen (14) days after the notice of the action complained of has been provided to such person in writing, a written statement setting forth fully the grounds for appeal. The Town Manager shall set a time and place for an administrative hearing on such appeal, and five (5) days' notice of such hearing shall be given to the licensee in writing. The decision of the Town Manager on such appeal shall be final and conclusive.

The licensee may not operate the business or enterprise licensed during the pendency of said appeal. The Town Manager's decision shall be the final action of the Town.

Section 12. – Requirements of Licensee.

Every licensee under this Ordinance shall do the following:

- A. Comply With Laws: Ascertain and at all times comply with all laws and regulations applicable to a licensed business;
- B. Avoidance Of Illegal Practices: Avoid any illegal, dangerous or harmful practices or conditions which are detrimental to the public property, health, welfare, peace or safety;
- C. Refrain From Business: Refrain from engaging in business on the licensed premises during a period when the license is revoked or suspended;
- D. Posting: The licensee shall post the current business license in a conspicuous place on the licensed premises at all times

Section 13. - Enforcement.

The Town may seek an injunction to restrain a person from engaging in business within the Town who does not obtain an annual business license under this ordinance or whose license is revoked or suspended, and this remedy shall be in addition to all other remedies prescribed in this ordinance or by law.

Section 14. - Penalty.

Any person who violates a provision of this chapter is guilty of an administrative violation and, upon conviction thereof, shall be fined as provided in the Town of Keystone's General Penalties Ordinance. Each day of business without a current business license shall constitute a separate offense.

TOWN OF KEYSTONE, COLORADO

STAFF REPORT

TO: Mayor & Town Councilmembers
THROUGH: John Crone, Town Manager
Jennifer Madsen, Town Attorney
FROM: Heikela Fawkes, Finance Director
DATE: February 11, 2025 – Evening Session
SUBJECT: Appropriating Additional Sums of Money for Expenditures
for The Town Of Keystone, Colorado, For The 2025 Budget
Year

Background: On January 28th, 2025 Council approved Resolution 2025-05, A Resolution of Town Council of the Town of Keystone, Colorado, Approving a Down Payment Assistance Program for Town Employees.

Financial Impact & Funding Request

A qualifying employee has requested assistance under this program and has met all eligibility criteria. Given the current budget allocation, additional funding is required to fulfill this request.

Funding Adjustment Request:

- Amount: \$100,000
- Purpose: Down Payment Assistance Program benefit for eligible employees

Budget Impact for Workforce Housing Fund

- Increase in Workforce Housing Operating Expenses: \$100,000 (from \$208,929 to \$308,929)
- Workforce Housing Capital Outlay: No changes (remains at \$600,000)
- Total Workforce Housing Fund Adjustment: \$908,929 (from \$808,929)

Proposed Motions: If the Council desires to approve the 2025 Supplemental Appropriation, it may do so by approving the following motions:

I move to adopt Resolution 2025-07 A Resolution for supplemental budget & appropriation for the Town of Keystone, Colorado, for the Calendar Year 2025.

**TOWN OF KEYSTONE
Summit County, Colorado
RESOLUTION 2025- 07**

**A RESOLUTION OF TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO,
APPROPRIATING ADDITIONAL SUMS OF MONEY FOR MONIES FOR THE TOWN
OF KEYSTONE, COLORADO, FOR THE 2025 BUDGET YEAR**

WHEREAS, the Town Council adopted the budget and appropriate funds for the 2025 fiscal year as follows:

AFFORDABLE HOUSING FUND

Current Operating Expenses	\$208,929
Capital Overlay	\$600,000

TOTAL AFFORDABLE HOUSING FUND **\$808,929**

WHEREAS, the Town Council approved additional expenses for the 2025 fiscal budget year which include \$100,000 for down payment assistance

Now, Therefore, be it Resolved by the Town Council of the Town of Keystone, Colorado, that: hereby adopts a supplemental budget and appropriation for the 2025 fiscal year as follows:

AFFORDABLE HOUSING FUND

Current Operating Expenses	\$308,929
Capital Overlay	\$600,000
TOTAL AFFORDABLE HOUSING FUND	\$908,929

ADOPTED by a vote of ___ in favor and ___ against, this 11th day of February 2025.

By: _____
Kenneth D. Riley, Mayor

ATTEST:

Approved as to Form:

By: _____
Town Clerk

By: _____
Town Attorney

		A	B	C	D	E	F	G	H
2	TOWN OF KEYSTONE FY 2025 BUDGET								
3	Statement of Revenues, Expenses and Changes in Fund Balance								
4	Actual, Budget and Forecast for the Periods Indicated								
5	Modified Accrual Basis								
6		2024 ANNUAL		2025	Notes				
7		Approved							
8		2024	2024	2025					
9		<u>Budget</u>	<u>Forecast</u>	<u>Budget</u>					
10	GENERAL FUND								
11	Revenues								
12		Sales Tax	2,614,224	2,614,224	3,440,698	Although revenue is up, I am projecting a flat budget from 2024 estimate			
13		Other Tax Revenue							
14		Highway Users Tax Fund	48,627	48,627	66,612				
15		Cigarette Tax	5,092	5,092	7,115				
16		Nicotine Tax	59,628	59,628	83,315				
17		Road and Bridges Tax	91,684	91,684	103,774				
18		Specific Ownership Tax	25,348	25,348	34,723				
19		Auto Ownership Tax	9,970	9,970	13,657				
20		Other Tax Revenue	0	0	0				
22		Total Other Tax Revenue	240,348	240,349	309,196				
23		Fees							
24		Building Permits	203,203	203,203	40,641				
25		Reimbursable Comm Dev Costs			20,000				
26		Franchise Fees	0	0	1,500				
28			203,203	203,203	62,141				
29		Licenses							
30		Business Licenses			34,000	if adopted, estimate \$75			
31		Short Term Rentals	541,732	541,732	547,150				
32		Liquor Licenses		1,750	1,750				
34			541,732	543,482	582,900				
35		Fines							
36		Municipal Court Fines			40,000	estimate - this number could be significantly higher			
37		Code Enforcement Fines			5,000				
38		Court Costs			19,382				
39			0	0	64,382				
40		Other Income							
41		Grants			215,000	comp plan, Town Manager (we will likely apply for several more high value grants)			
42		Interest on Investments		10,000	68,000	colotrust			
43		Admin Miscellaneous Income			0				
45			0	10,000	283,000				
47	Total Revenue		3,599,507	3,611,258	4,742,317				

2	A	B	C	D	E	F	G	H
3 TOWN OF KEYSTONE FY 2025 BUDGET								
4 Statement of Revenues, Expenses and Changes in Fund Balance								
5 Actual, Budget and Forecast for the Periods Indicated								
6 Modified Accrual Basis								
		2024 ANNUAL		2025	Notes			
		Approved						
		2024	2024	2025				
		<u>Budget</u>	<u>Forecast</u>	<u>Budget</u>				
93								
94								
95 Administration Services								
96 Town Manager Wages 127,530 127,530 178,200								
97 Town Clerk Wages 95,047 95,047 0								
98 Office Clerk Wages 58,333 58,333 0								
99 Administrative Wages 185,240 excludes Town Manager								
100 Cell Phone 2,250 2,250 2,700								
101 Keystone Housing Incentive 15,000 15,000 18,000								
		298,160	298,160	384,140				
103								
104 Postage 2,607 2,607 2,919								
105 Printing 7,300 7,300 4,000								
106 Community Engagement 8,502 8,502 20,000								
107 Local Travel 2,607 2,607 2,919								
108 Elections 12,000 12,000 0								
109 Town Attorney Contract 90,688 90,688 150,000 based upon 2024 billing								
110 Smoking Cessation (from Nicotine Tax) 59,628 59,628 27,000								
112 Payroll Contract (Paylocity) 4,950 4,950 9,900								
113 Accounting Contract (M&W) 63,494 63,494 10,000 Town to hire finance director								
114 Annual Audit Contract 0 0 19,266								
115 Short Term Rental Contract Support 116,761 116,761 120,264								
116 Miscellaous Adminstrative Expense 0 10 15,000								
117								
		666,697	666,707	765,407				
118 Total Administrative Services								
119								
120								
121 Finance Department								
122 Finance Department Wages 0 0 127,000								
123 Cell Phone Finance 0 0 900								
124 Keystone Housing Finance 0 0 6,000								
125 Communications / Postage 0 0 2,000								
126 Computer Services 0 0 18,000								
127 Miscellaneous Expense 0 0 4,000								
128								
		0	0	157,909				
129 Total Finance Expenses								

TOWN OF KEYSTONE FY 2025 BUDGET		2024 ANNUAL		2025	Notes
Statement of Revenues, Expenses and Changes in Fund Balance					
Actual, Budget and Forecast for the Periods Indicated					
Modified Accrual Basis					
		Approved	2024	2025	
		2024	2024	2025	
		Budget	Forecast	Budget	
Community Development					
	Comm Dev Director Wages	124,431	124,431	0	
	Planner 2 Wages	60,489	60,489	0	
	Community Development Wages			241,729	
	Cell Phone Comm Dev	1,350	1,350	1,800	
	Keystone Housing Incentive Comm Dev	9,500	9,500	12,000	
		195,770	195,770	255,529	
	Building Permit/Inspections	162,562	162,562	0	
	GIS	9,069	9,069	9,341	
	Professional Services (Contracted)	11,336	11,336	20,000	
	Planning Supplies/Printing	5,668	5,668	5,838	
	Local Travel	2,834	2,834	5,838	
	Communications	2,721	2,721	0	
	Miscellaneous Comm Dev Expense	0	0	2,500	
	Total Community Develop	389,960	389,960	299,046	
Public Works					
	Public Works Director Wages	45,344	45,344	0	
	Public Works Wages			93,409	
	Cell Phone Public Works	450	450	900	
	Keystone Housing Public Works	3,000	3,000	6,000	
		48,794	48,794	100,309	
	Communications	2,721	2,721	0	
	Engineer Consultant	5,668	5,668	11,000	
	Planning and Printing Supplies	2,834	2,834	2,500	
Road Maint/Snow Plowing Contracts					
	Loveland Pass Village	0	0	22,800	
	Keystone Roads- Currently County Maintained	0	0	86,000	
	Roads not County Maintained	0	66	96,967	
	Noxious Weed Control	0	0	17,514	
	Other Maintenance	0	0	40,866	
	Total Road Maintenance/Snow Plowing Contracts	0	66	264,147	
	Trail Maintenance			50,000	
	Signage	0	0	15,500	
	Engineering Services	0	0	30,000	
	Misc Maintenance			15,000	
	Total Public Works Expenses	60,017	60,083	492,456	

A	B	C	D	E	F	G	H
TOWN OF KEYSTONE FY 2025 BUDGET							
Statement of Revenues, Expenses and Changes in Fund Balance							
Actual, Budget and Forecast for the Periods Indicated							
Modified Accrual Basis		2024 ANNUAL		2025	Notes		
		Approved					
		2024	2024	2025			
		<u>Budget</u>	<u>Forecast</u>	<u>Budget</u>			
Public Safety							
Communications		0	0	33,394			
Law Enforcement		0	0	556,414			
Animal Control		0	0	3,923			
Miscellaneous Public Safety Exp		0	85,708	0			
Total Public Safety Expenses		0	85,708	593,731	\$465,000 in 2% fund		
Municipal Court							
Judge		0	0	7,589			
Prosecutor		0		11,209			
Miscellaneous Exp Municipal Cout		0		584			
Total Court Expenses		0	0	19,382			
Capital and Non-Routine Projects							
Repayment for Incorporation Costs		180,000	180,000	0			
Summit County fee for Cash advance		5,000	5,000	0			
Office Set Up-Furniture, Supplies and Equipment		41,500	41,500	45,500	new council dias		
Facility Modifications		50,000	50,000	0			
Staff Hiring Expense		5,000	5,000	1,200			
Start Up Consultant Support (Clerk/Community Dev/		32,500	32,500	0			
IT-Infrastructure/Software/Computers/Printers/Set up		109,900	109,900	89,000	subscriptions - 4,000, records management system - 10,000, printer - 5,000, conferencing equipment		
Website		15,000	15,000	30,000	new website with agenda manager		
Town Signage		30,000	30,000	4,000			
Interim Town Manager (\$150/hr, 10 weeks)		60,000	67,900	0			
Engineering Assessment Town Maintained Roads		40,000	40,000	8,000			
Flood Plain Plan		20,000	20,000	15,000			
Trails and Open Space Master Plan		30,000	30,000	30,000			
Comprehensive Use Plan				100,000			
Strategic Plan				60,000			
2 Police Vehicles and equipment		260,000	260,000	0	in 2% fund		
Vehicle and Equipment				70,000			
Total Capital and Non-Routine Exp		878,900	886,800	452,700			
Economic Development							
Economic Development and Marketing				100,000			
Total Economic Development				100,000			
Total Operating Expenditures		2,415,355	2,508,580	3,717,028			

	A	B	C	D	E	F	G	H
2	TOWN OF KEYSTONE FY 2025 BUDGET							
3	Statement of Revenues, Expenses and Changes in Fund Balance							
4	Actual, Budget and Forecast for the Periods Indicated							
5	Modified Accrual Basis		2024 ANNUAL		2025	Notes		
6			Approved					
7			2024	2024	2025			
8			Budget	Forecast	Budget			
9								
217	Total Revenue (from above)		3,599,507	3,611,258	4,742,317			
218								
219	Operating Surplus (Deficit)		1,184,153	1,102,678	1,025,289			
220								
222	Other Sources (Uses)							
223	Transfer to Capital Improvement		(900,000)	0	0			
224	Summit County Adv - Sales Tax		0	1,400,000	0			
225	Summit County Adv - Repayment		0	(1,400,000)	0			
226								
227								
228	Total Other Sources (Uses)		(900,000)	0	0			
229								
230	Beginning Fund Balance - General		0	0	1,102,678			
231								
233	Ending Fund Balance - General		284,153	1,102,678	2,127,967			
232								
235	Components of General Fund Bal							
236	TABOR Restricted Funds		46,094	75,257	111,511			
237	Unrestricted Funds		238,059	1,027,421	2,016,456			
238								
239			284,153	1,102,678	2,127,967			

	A	B	C	D	E	F	G	H
2	TOWN OF KEYSTONE FY 2025 BUDGET							
3	Statement of Revenues, Expenses and Changes in Fund Balance							
4	Actual, Budget and Forecast for the Periods Indicated							
5	Modified Accrual Basis		2024 ANNUAL		2025	Notes		
6								
7			Approved					
8			2024	2024	2025			
9			<u>Budget</u>	<u>Forecast</u>	<u>Budget</u>			
240	RESTRICTED FUNDS							
241								
242	Workforce Housing Fund							
243	Revenue and Other Financing Sources							
244		Revenue	788,210	947,656	1,316,050			
245		Interest Income			49,850			
246		Total Revenues	788,210	947,656	1,365,900			
248	Expenditures							
249		Housing Authority Fees	52,064	52,064	58,929			
250		Land Purchase			600,000			
251		Professional Services			150,000	conceptual site plans		
252		Down Payment Assistance	0	0	100,000			
253		Total Expenditures	52,064	52,064	908,929			
254								
255		Surplus after other sources (uses)	736,146	895,592	456,971			
256								
257		Fund bal - Beginning Housing Fund	0	0	895,592			
258		Fund bal - Ending Housing Fund	736,146	895,592	1,352,563			
259								
260	Conservation Trust Fund							
261	Revenue and Other Financing Sources							
262		Conservation Trust Revenue	12,920	12,920	12,920			
263		Interest Income						
264		Total Revenues	12,920	12,920	12,920			
265								
266	Expenditures							
267		Conservation Trust Expenses	0	0	0			
268								
269		Total Expenditures	0	0	0			
270								
271		Surplus after other sources / uses	12,920	12,920	12,920			
272								
273		Fund bal - Begin Cons Trust Fnd	0	0	12,920			
274		Fund bal - Ending Cons Trust Fnd	12,920	12,920	25,840			
275								

		A	B	C	D	E	F	G	H
2	TOWN OF KEYSTONE FY 2025 BUDGET								
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5	Modified Accrual Basis								
6		2024 ANNUAL		2025	Notes				
7		Approved							
8		2024	2024	2025					
9		<u>Budget</u>	<u>Forecast</u>	<u>Budget</u>					
276	Lodging Tax Fund								
277	Revenue and Other Financing Sources								
278	2% Lodging tax	0	0	1,600,000					
279	Interest Income			32,000					
280	Total Revenues	0	0	1,632,000					
281									
282	Expenditures								
283	Police Services	0	0	200,000					
284	Police Capital Equipment			250,000					
285	Misc. Public Safety Expenses	0	0	15,000					
286	Road Construction / Repaving			400,000					
287	Trail Construction / Repaving			80,000					
288	Engineering / Design Services			250,000	Razor Drive Intersection, HWY 6 pathways, road repair plans				
289									
290	Total Expenditures	0	0	1,195,000					
291									
292	Surplus after other sources / uses	0	0	437,000					
293									
294	Fund bal - Begin Lodging Tax Fund	0	0	0					
295	Fund bal - Ending Lodging Tax Fund	0	0	437,000					