PARK COUNTY BOARD OF COMMISSIONERS
WORK SESSION
856 CASTELLO AVENUE
FAIRPLAY, CO 80440
WEDNESDAY, NOVEMBER 20, 2019
9:30 AM  ADMINISTRATIVE SESSION (OPEN)

. 2020 HOLIDAY SCHEDULE

Documents:

2020.holiday.schedule.pdf

. REVIEW OF NEW COUNTY FILM APPLICATION

Documents:

Film Permit Application.pdf

. REVISIONS TO PARK COUNTY BROADBAND ADVISORY BOARD OPERATION & PROCEDURES

Documents:

PCBAB.rev.draft.pdf

The purpose of a work session is to provide for a free and open dialogue. Discussions are not limited to those items being on the agenda. NOTE: This WORK SESSION agenda may be modified with items either being added or deleted. Please check Website "parkco.us" for most updated agendas. If you need further information, please contact the BOCC (Board of County Commissioners) office at 719-836-4201.
2020 HOLIDAY SCHEDULE

PARK COUNTY GOVERNMENT

For Departments on 4-10’s Schedule

Wednesday, January 1st
Monday, January 20th
Monday, February 17th
Monday, May 25th
Thursday, July 2nd
Monday, August 3rd
Monday, September 7th
Wednesday, November 11th
Thursday, November 26th
Thursday, December 24th

New Year’s Day*
Martin Luther King Day
Presidents’ Day
Memorial Day
Independence Day
Colorado Day
Labor Day
Veterans Day
Thanksgiving Day*
Christmas Eve*

For Departments on 5-8’s Schedule

Wednesday, January 1st
Monday, January 20th
Monday, February 17th
Monday, May 25th
Thursday, July 2nd
Monday, August 3rd
Monday, September 7th
Wednesday, November 11th
Thursday, November 26th
Friday, November 27th
Thursday, December 24th
Friday, December 25th

New Year’s Day*
Martin Luther King Day
Presidents’ Day
Memorial Day
Independence Day
Colorado Day
Labor Day
Veterans Day
Thanksgiving Day*
Day after Thanksgiving
Christmas Eve*
Christmas Day

*Early closure at 2:00 PM on day prior to Holiday
PARK COUNTY
FILM PERMIT APPLICATION
(Please Type or Print Legibly)
Mail Application to: Park County Planning Department;
P.O. Box 1598; Fairplay, CO 80440
Or: planningandzoning@parkco.us

Date Submitted: ________________      Date of Completeness Determination: ________________

- Application fee of **$50.00** paid with

  Cash_________  Check # _______________  Credit Card_________

REQUIRED DOCUMENTATION

☐ Proof of ownership of the property on which the event is taking place, in the form of a recorded Warranty Deed. This can be obtained at the Park County Clerk and Recorders office.
☐ Tax receipt showing payment of current property taxes. This can be obtained at the Park County Treasurer’s office or online at: http://parkco.us/91/Treasurer-Public-Trustee.
☐ Copy of contract/location agreement between production company and property owner.
☐ Insurance Certificate showing Park County and property owner as “Additional Insured”. Coverage shall extend to all activities and events and provide at least $1,000,000 per occurrence; $3,000,000 aggregate.
☐ Detailed, clear and legible site plan that includes all structures (tents, portable toilets, stages, etc.), base camp, parking and staging areas, etc.
☐ Copy of project budget.

TYPE OF PRODUCTION:

☐ TV Program/Special  ☐ TV Commercial  ☐ Feature Film  ☐ TV Movie
☐ Student Film/Video  ☐ Music Video  ☐ Short Film  ☐ Multimedia
☐ Commercial/Advertising  ☐ Documentary  ☐ Still  ☐ Other

TIME ON SITE:

Permit application shall be submitted at least three (3) weeks prior to film event.

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PRODUCTION COMPANY:
Production Company Name: __________________________________________________________
Producer: _________________________________________________________________________
Address: ________________________________________________________________________
City: ______________________ State: _______________ ZIP: _______________
Phone: ______________ Fax: _____________ Email: ____________________________________
☐ For Profit ☐ Non-Profit ☐ Government ☐ Other__________________

APPLICANT INFORMATION:
Applicant must be authorized representative of both Production Company and Landowner
☐ Same as Production Company ☐ Location Manager ☐ Owner Representative
Applicant Name: ___________________________________________________________________
Address: _________________________________________________________________________
City: __________________________________ State: _______________ ZIP: _______________
Office Phone: ___________________________ Cell Phone: ______________________________
Email: __________________________________
On Site Contact Name: ___________________________ Phone #: __________________________
Email: _______________________________________

LOCATION INFORMATION:
Schedule Number (available at parkco.org): __________________
Location Address and/or Legal Description: _____________________________________________
------------------------------------------------------------------------------------------------
Owner of Property: _________________________________________________________________
Owner Address:  ___________________________________________________________________
Owner Phone Number: ______________________ Email: ________________________________

PROJECT INFORMATION:
Project Name and Job #: __________________________________________________________
Will this production impact or cause disturbance to businesses or neighborhoods? ☐ Yes ☐ No

Describe Impacts: ________________________________________________________________

______________________________________________________________________________

Have they been notified? ☐ No ☐ Yes Date: ___________ Provide copy of notification.

Applicant shall, at least 48 hours prior to the proposed filming operation, distribute leaflets to the residents and businesses located within 1000 feet of the proposed filming site, or to any business or homeowner who may be affected by the filming activities. In residential areas, the leaflet should be distributed to the entire block on both sides. The leaflet shall explain the proposed operations and shall contain:

- The names and phone numbers of the Production Company and the On-Site Contact,
- The type of activity and duration, and
- The name and title of the Production Company’s local contact, applicant, and/or location manager.

How many total people are involved on-site with project (cast, crew, client, agency)? _________

Describe the project including props, scenes to be built, action and equipment involved:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Number of vehicles used: Trucks _______ Cars _______ ATV _______ RV _______
Drones _______ Helicopters _______ Other ________________________________

Will animals be on-site as part of this project? ☐ Yes ☐ No

If yes, describe what kind, how many, and how they will be contained and cared for:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Are guns, pyrotechnics, other explosives, smoke or flammable liquids, or other special effect elements in the shoot? ☐ Yes ☐ No

If yes, give details: ___________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
Will there be any music or amplified sound during filming?  ☐ Yes  ☐ No
If yes, Park County Ordinance #12-01, addressing noise control, must be followed. Go to: http://parkco.us/ArchiveCenter/ViewFile/Item/1537

Describe sanitation facilities provided:  _______________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

All trash must be disposed of in bear-proof containers. Once shooting is complete, trash must be removed from location and the area restored to acceptable condition.

Does the project require closing or blocking a public right-of-way?  ☐ Yes  ☐ No
If yes, where and for how long? (describe and put on site plan):
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Have you contacted the Park County Public Works Dept. regarding road closures and or blockages of public rights-of-way?  ☐ Yes  ☐ No
Any use of County roads and rights-of-way will require a Release and Hold Harmless Agreement.

Will any emergency or security services be needed?  ☐ Yes  ☐ No
Describe:  _______________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

APPLICANT SIGNATURE
I certify that all the statements, answers to the above questions and attachments to this application were made by me and are true without any reservations or evasions.

_________________________________________   ______________________     Date __________
Signature                                                                      Title

LAND OWNER SIGNATURE

_________________________________________   ______________________     Date __________
Signature                                                                      Title
1. **Purpose.** The purpose of the PCBAB shall be to advise the BoCC and other county staff and officials on how to enhance telecommunications in Park County in order to facilitate economic development, attract new residents, and improve, manage, and keep abreast of telecommunications trends and developments that affect or relate to telecommunications in Park County.

**ARTICLE II**

**PCBAB Membership**

1. **Membership.** Membership in the PCBAB shall be eight (8) members, two (2) of which are non-voting which including a Chairman except that the Chairman shall be a non-voting member, unless the Chairman's vote is needed to break a deadlock. In cases were the chairman is not present, the vice-chair can assume the chairman’s voting action.

Membership shall attempt to represent all telecommunications interest groups and communities within Park County ("County"), including but not limited to: Internet Service Providers (ISP's); homeowners associations; telecommunications and related companies and service providers; business; consumers; and other interest groups; elected and appointed officials of local governments within Park County; representatives of educational institutions and local school districts; manufacturers and developers of telecommunications equipment; local Chambers of Commerce and other representatives of local businesses; representatives of local utility providers; and representatives of interested State agencies located in Park County. Any individual wishing to serve on the PCBAB shall submit a letter of interest to the BOCC for review and consideration.

1. **Qualifications:** Any person at least 18 years of age who is a resident of Park County and is interested in the objectives of the PCBAB and represents an interest group or community described in Paragraph 3 of this Article II, is qualified to serve on the PCBAB. The BoCC may waive the residency requirement on a case by case basis if it is determined to be in the best interests of Park County.
2. **Term:** Each member shall be appointed by the BoCC for a three-year term, or until his/her respective successor has been appointed and qualified. The terms of office shall be staggered so that approximately one-third of the members' terms expire on January 31 of each year. Members shall serve at the pleasure of the BOCC and may be reappointed without limitation of terms. Nominees will be reviewed by the PCBAB prior to approval of BoCC.

3. **Removal.** A member may be removed from the PCBAB by the BOCC for chronic absenteeism or for other good cause, as determined by the BOCC. Chronic absenteeism shall include three or more consecutive absences from meetings of the PCBAB without cause, or absence from more than 50% of the meetings conducted in any 12-month period.

4. **Vacancies:** The PCBAB shall recommend to the BOCC nominees for replacement of any vacancies which occur. A person appointed to fulfill an incomplete term shall serve the remainder of the unexpired term.

5. **Compensation:** All PCBAB members shall serve without compensation. Members may be reimbursed for reasonable documented expenses, approved by the BOCC, incurred in performing PCBAB business.

**ARTICLE III**

**E:x-Officio Members**

Ex-officio members shall act in an advisory capacity only and shall have no vote. Ex-officio members of the PCBAB may include:

a. One (1) Park County Commissioner;

b. The Park County Administrator or his or her designee.

c. The Park County Finance Director or his or her designee.

**ARTICLE IV**

**Officers**

1. **Annual Election.** The PCBAB shall elect officers by a majority vote at its 2nd or 3rd initial meeting after its creation, and thereafter at the annual August meeting. Governing Officers shall be a Chairman, Vice-Chairman and Secretary. Officers shall hold office for a term of one year. Officers shall be eligible for re-election. If necessary, additional Officers may be appointed by the PCBAB at any regularly scheduled meeting.

2. **Chairman.** The Chairman shall preside at all meetings of the PCBAB, and shall prepare the agenda for each meeting, decide all points of order or procedure, and transmit reports and recommendations of the PCBAB, in writing, to the BOCC.
3. **Vice-Chairman.** The Vice-Chairman shall assume the duties of the Chairman in the Chairman's absence. In the absence of the Chairman and Vice-Chairman a temporary Chairman shall be selected by a majority vote of PCBAB members present.

4. **Secretary.** The Secretary shall:
   
   a. Keep the minutes of all PCBAB meetings in an appropriate format.
   
   b. Provide minutes of meetings to each member (including ex officio members) prior to the next scheduled meeting.
   
   c. Send notice of regular meetings of the PCBAB (including ex officio members) at least five days in advance of the meetings.
   
   d. Give electronic or telephone notice of special meetings.
   
   e. Distribute the agenda for all meetings of the PCBAB.
   
   f. Inform the PCBAB of correspondence relating to business of the PCBAB and attend to such correspondence.
   
   g. Be custodian of PCBAB records and maintain the files of the PCBAB.

**ARTICLE V**

**Meetings and Procedures**

1. **Set Annually.** The PCBAB shall annually set the day(s), time(s), and place(s) for their regular monthly meetings for the year.

2. **Minimum Number.** The PCBAB shall hold monthly meetings. Regular meetings shall be held on a monthly basis and more often if necessary. The Chairman shall call all meetings.

3. **Special Meetings.** Special meetings may be called by the Chairman or Vice Chairman provided that at least 24-hours’ notice is given to each member and to the County Director of General Administration. Notice may be electronic or by telephone.

4. **Open Meetings/Open Records.** All meetings and records of the PCBAB shall be subject to the requirements of the Colorado Open Meetings Law and the Colorado Open Records law.

5. **Quorum.** No less than a simple majority of the PCBAB membership (excluding the Chairman) must be present at a regular or special meeting to constitute a quorum and transact business. An affinitive vote of a simple majority of a quorum shall be required to take or approve official and/or binding action. In the event of an emergency and the non-availability of a quorum, the Executive Board consisting of the three elected Officers shall have the authority to make a decision by a majority vote, except concerning financial matters.
6. **Attendance.** Any member of the PCBAB, who has knowledge of the fact that the member will not be able to attend a scheduled meeting, shall notify the PCBAB Secretary.

7. **Contracts.** No PCBAB member shall enter into any contract or agreement that binds the County or the Park County PCBAB. All contracts must be approved or ratified by the BoCC.

**ARTICLE VI**

### Committees

1. **Standing Committees.** If desired and approved by the PCBAB, standing committees of the PCBAB may be:
   a. **Planning:** Members shall include the Chairman of the PCBAB. This Committee shall select from its members each year a Chairman. Members of this committee need not be PCBAB members.
   b. **Governmental Relations:** Members shall be PCBAB Chairman and at least one other PCBAB member.
   c. **Public Relations:** Members shall be at a minimum, the Chairman of the PCBAB and any member of the PCBAB who is not a member of the PCBAB.

2. **Reports.** The Chairman of each committee shall report to the PCBAB at each of the Board's regular meetings and at other times as the Chairman may request.

3. **Operating Procedures.** All committees shall be subject to these operating Procedures.

**ARTICLE VII**

### Conflicts of Interest Policy

The purpose of this conflict of interest policy is to protect the PCBAB’s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of any member of the PCBAB or any individual or PCBAB contemplating a business transaction with the PCBAB.

1. **Definitions.**
   **Interested Person**
   Any member of the PCBAB or any designated Committee, who has a direct or indirect financial interest, as defined below, is an interested person.

   **Financial Interest**
   A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

   a. An ownership or investment interest in any entity with which the PCBAB has a transaction or arrangement;
b. compensation arrangement with the PCBAB or with any entity or individual with which the PCBAB has a transaction or arrangement, or

c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the PCBAB is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the PCBAB or committee decides that a conflict of interest exists.

2. Procedures
   a. Duty to Disclose
      In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with PCBAB delegated powers considering the proposed transaction or arrangement.

   b. Determining Whether a Conflict of Interest Exists
      After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the PCBAB or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining PCBAB or committee members shall decide if a conflict of interest exists.

   c. Procedures for Addressing the Conflict of Interest
      1. An interested person may make a presentation at the PCBAB or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of and the vote on, the transaction or arrangement involving the possible conflict of interest.

      2. The Chairman of the PCBAB or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or financial arrangement.

      3. After exercising due diligence, the PCBAB or committee shall determine whether the PCBAB can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

      4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the PCBAB or committee shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in the PCBAB's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

   5. Violations
      a. If the PCBAB or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for
such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the PCBAB or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate corrective action.

6. Records of Proceedings
The minutes of the PCBAB and all committees with Board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the PCBAB's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

ARTICLE VIII
Amendments

These bylaws may only be amended by written document duly approved or ratified by the BoCC.