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May 3, 2019

City of Salida  
The Touber Building  
448 E First Street, Suite 112  
Salida, CO 81201

**Attention:** P. T. Wood, Mayor

Matter #: 17-269

Inv #: 15205

**RE:** General Counsel

DATE	DESCRIPTION	ATTY	RATE	HOURS	AMOUNT
Apr-01-19	Develop fact sheet in connection w Admin 6 mo review; review revised CORA policy	GTW	\$200.00	1.00	200.00
	Conf call w Employers Council consultant re final summary of Nelson performance evaluation and general status of council interviews and process; review and analyze final summary for 4/2 council meeting and public disclosure of same; conf w G. Wilson re same; conf w PT Wood re same; follow up correspondence w Employers Council consultant re same	NPW	\$170.00	1.50	255.00
	Conf call w D. Nelson and S. Walter re marijuana licensing ordinance in preparation of tonight's work study session	NPW	\$170.00	0.25	42.50
	Confidential conference call w title company and confidential conference call with attorney for property owner re certain potential disputes and issues; follow up correspondence for same with same; answer many follow up legal and factual questions re same; negotiation of resolution of same	NPW	\$170.00	1.25	212.50
	Correspondence w M. Varnum re franchise agreement and status and strategy re same; prepare G. Wilson on certain issues and with documents for	NPW	\$170.00	1.75	297.50

	4/2 City Council meeting; conf w PT Wood and D. Nelson re confidential property and right of way issue and negotiations and proposed license agreement re same and proposed executive session necessary for same; research liquor license issue; advise S. Walter re same; follow up correspondence re same; conf w G. Wilson re issues concerning Nelson employment contract and Nelson performance evaluation as well as for property information for confidential executive session; correspondence w J. Critelli re Nelson performance evaluation, details and questions concerning same and correspondence w resident and explanation of same; amend confidential memo to council re six month evaluation; conf w G. VanNimwegen re LeBaron settlement agreement				
Apr-02-19	prepare for e-session; review Admin eval.; attend City Council meeting	GTW	\$200.00	3.00	600.00
	Conf call w M. Varnum re important parts of CCT contract and negotiation of same and analysis of same and recommended changes of same in preparation of Thursday's conference call w CCT negotiating ROW agreement	NPW	\$170.00	0.50	85.00
	Correspondence w CIRSA attorney re personnel; conf w G. Wilson re city council meeting and questions arising concerning Nelson performance evaluation and required language in employment contract; review language re LeBaron agreement for council meeting; advise G. VanNimwegen and G. Wilson re same; conf w S. Walter re fee schedule adoption; conf w S. Walter re CORA questions; general correspondence w staff	NPW	\$170.00	1.25	212.50
Apr-03-19	Correspondence w C. Brown-Kovacik re confidential resolution of legal contractual and property issue; conf w accounting staff to determine factual resolution of billing for same; conf w D. Nelson and G. Wilson re same; correspondence and negotiation w	NPW	\$170.00	1.50	255.00

	attorney for property owner w intent to resolve same; follow up em ails and calls re same				
	Correspondence w Mountain Mail re Nelson six month review; correspondence w City Council re same; answer follow up questions re same; conf w G. Wilson re same; review CORA request and advise S. Walter re response; advise S. Walter re legal issues; correspondence w D. Lady and M. Varnum and D. Nelson re CCT right of way agreement and negotiating terms of same; analyze two agreements to draft same; conf w G. Van Nimwegen re LeBaron agreement and discussion and analysis of changes and final draft for same; answer follow up questions re same; conf w D. Nelson re same; advise G. VanNimwegen re Anglers Ridge Annexation agreement; follow up correspondence and questions re same	NPW	\$170.00	1.75	297.50
Apr-04-19	Conf w D. Nelson re confidential property and contract issue and executive session necessary for same; analysis of issues for same; confidential electronic memo re same; general correspondence w staff	NPW	\$170.00	0.75	127.50
Apr-05-19	Conf call w CCT re negotiation of right of way agreement and terms, and amendment of same and draft of final version for same; conf w various staff members to finalize same for 4/16 city council agenda	NPW	\$170.00	1.50	255.00
	Conf w D. Lady re: language for terms in CCT ROW agreement for negotiation and final draft of same; review lease for parking lot; analyze same; advise D. Nelson with recommended changes and issues for same and with summary of analysis; advise S. Walter re CORA request and response to same and necessary redaction for same; conf w former treasurer of NRCDC re confidential property and contract issue; conf w accountant re same; analysis of same; draft electronic memo to attorney for property owner re discoveries and analysis of same and negotiation for	NPW	\$170.00	3.50	595.00

	same; analyze proposed agreement for same; draft and recommend changes for same in City's interest; negotiate same w attorney				
Apr-08-19	prepare CORA policy transmittal memo for SW	GTW	\$200.00	0.50	100.00
	Coordination of outstanding assignments and materials/documents/memos needed for 4/16 City Council meeting; conf w S. Walter re marijuana business licensing ordinance; draft, edit and finalize cover memo for same for 4/16 City Council packet; follow up correspondence re same; conf w staff re CCT ROW agreement and materials needed for packet and preparation and coordination of presentation for same; meeting w G. Wilson re outstanding legal assignments and issues	NPW	\$170.00	1.25	212.50
	Correspondence w accounting staff re confidential property and contract issue; conf w other staff members for same; conf w C. Brown-Kovacic for same and institutional knowledge concerning same; negotiation w attorney for property owner re same and draft of agreement for same; analysis of terms in agreement, and recommended edits to same, and steps necessary to authorize same; plan executive session for same	NPW	\$170.00	1.50	255.00
Apr-09-19	Review and analyze STR renewal letter; research SMC for same; advise S. Walter and recommend changes for same; follow up correspondence re same; conf w G. Wilson re same; draft introductory memo for 4/16 city council packet re CCT ROW agreement; conf w S. Walter and M. Varnum re same	NPW	\$170.00	1.00	170.00
	Draft memo with options under Nelson's employment agreement upon consideration of performance evaluation for city council; conf w Mayor re same; conf w G. Wilson re same	NPW	\$170.00	1.00	170.00
Apr-10-19	Correspondence w accountant and staff member re confidential property and contract issue; conf w city accounting re same; conf w D. Nelson re coordination	NPW	\$170.00	0.75	127.50

	of same; correspondence w attorney for property owner re same and negotiation of same; follow up em ails re same				
	Research city code and state statute re organizational structure of statutory city and role of mayor and council; draft memo to council re same; conf w G. Wilson re same; follow up correspondence re same; correspondence w city council member re open meetings question; conf w G. Wilson re same; research scopes of work and job descriptions for various positions; make recommendations re same; plan procedure and implementation re same; answer follow up legal questions re same; correspondence w S. Walter	NPW	\$170.00	3.25	552.50
Apr-11-19	Review and analyze CCRD packet; correspondence w CIRSA attorney re same; conf w G. Wilson re same; conf w city staff member re same; coordination of obtaining documents and information w CIRSA attorney and city staff for same; conference calls re same; memo to council re consideration of city administrator review; conf w G. Wilson re same; correspondence w staff members re confidential property and contract issue	NPW	\$170.00	1.25	212.50
Apr-12-19	process CCRD filing; confer w M Kloster and NW; draft memo to Mayor and Council	GTW	\$200.00	1.00	200.00
	Edit and finalize memo re options under Nelson employment contract for 5/7 city council meeting; conf w council members re same; conf w G. Wilson re same; draft resolution approving CCT ROW agreement; conf w M. Varum and S. Walter re same and general 4/16 packet materials	NPW	\$170.00	0.75	127.50
	Correspondence w CIRSA attorney re CCRD packet, electronic preservation letter and other legal and logistical questions and issues to respond to same; advise records custodian re electronic preservation letter form CIRSA attorney; follow up questions w attorney and staff re same; conf w G. Wilson re	NPW	\$170.00	1.25	212.50

	same and advising council and memo for same				
	Draft correspondence w attorney for property owner; follow up correspondence w negotiation of same for confidential property and contract issue	NPW	\$170.00	0.50	85.00
Apr-15-19	T/c with concerned community leader regarding released document and newspaper article; conf w PT Wood re same; conf w G. Wilson re same; conf w D. Nelson re same; review and analyze inaccurate newspaper article concerning administrator's performance evaluation; answer questions from concerned council members and staff re same; draft confidential memo to PT Wood re same and factual outline of process and direction for 4/16 council meeting and questions re same; conf w G. Wilson re same; analyze and research issues for same; email correspondence w concerned community leader.	NPW	\$170.00	3.50	595.00
Apr-16-19	discuss agenda w SW; respond to q re CORA policy	GTW	\$200.00	0.50	100.00
	Review resolution; edit same; advise S. Walter on same and follow up correspondence re tonight's council meeting and legal questions; correspondence w CIRSA attorney re response to claim; coordinate w staff for comments for same; analyze claim and research and review issues concerning same; conf w G. Wilson re same.	NPW	\$170.00	1.75	297.50
Apr-17-19	Coordination of documents and information needed for response; conf w S. Walter re same; conf w D.Nelson re same; review and analyze and outline same; respond to follow up legal inquires re same; strategize and research for same; review and analyze employment and personnel documentation for same; conf w human resources staff for same; and direct staff for same; conf w S. Walter; legal advice and outline analysis in electronic memo to S. Walter; conf w CIRSA attorney	NPW	\$170.00	2.00	340.00

	Conf w G. Wilson re questions and assignments arising at 4/16 City Council meeting; discussion of industrial hemp issue; analysis and research of same	NPW	\$170.00	0.75	127.50
	Correspondence w attorney for property owner in confidential contract and property issue; analyze document sent by attorney for same; conf w accounting staff re bills, statements and allocations of payments for same issue; analyze and strategize for same; conf w G. Wilson re same	NPW	\$170.00	0.75	127.50
Apr-18-19	Conf w S. Walter re CORA policy and questions presented at 4/16 City Council meeting; research for same and prepare presentation and response for 5/7 meeting; conf w G. Wilson re same; conf w S. Walter re CORA request and response to request; review personnel information for response; conf w CIRSA attorney re same; answer questions for attorney; coordinate with human resources staff re same; conf w S. Walter re follow up legal questions	NPW	\$170.00	1.25	212.50
Apr-19-19	revise e session motions and announcements	GTW	\$200.00	1.00	200.00
	Review state bill re hemp; conf w G. Wilson re same; conf w mayor and staff re employment question; conf w CIRSA attorney re response and outstanding questions and documentation needed for same; conf w human resource staff to coordinate same; conf w G. Wilson re same; conf w D. Nelson.	NPW	\$170.00	1.00	170.00
	Review agreements and bills and documentation from city staff to resolve another issue arising around confidential property and contract issue; analyze same; research for same; outline legal issues and response for same; follow up correspondence w accounting staff re same;	NPW	\$170.00	0.50	85.00
Apr-20-19	Review employment file; analyze documents for same; advise CIRSA attorney re same for response; correspondence w S. Walter and G. Wilson re: revised internal CORA policy and inquiries from council member re	NPW	\$170.00	1.00	170.00

	same; review correspondence and law re same				
Apr-22-19	Review D. Nelson comments to response; conf w CIRSA attorney re: amended response; review and analyze response; comment on same; conf w G. Wilson re same; follow up correspondence and analysis re same; review additional employment information needed for same; conf w CIRSA attorney re same; follow up with human resources staff re same	NPW	\$170.00	2.00	340.00
	Review expenses and bills and contract for negotiation and analysis of confidential property and contract issue; conf w staff re same; conf w council member re same; analysis of contract for same; follow up correspondence re same	NPW	\$170.00	0.75	127.50
Apr-23-19	Meeting w G. Wilson re outstanding legal issues and assignments and coordination and analysis of same; advise D. Nelson and S. Walter re notice required for special council meeting; research and analyze issue; answer follow up legal questions re same; draft letter for same; advise on issues for drafting resolution for special council meeting re contracts for pool renovations; conf w D. Nelson re same; conf w city staff for coordination of same	NPW	\$170.00	1.50	255.00
	Review and analyze response; draft, organize and finalize my comments, recommended additions and edits and additional information for response; correspondence w CIRSA attorney re same; correspondence w D Nelson re same	NPW	\$170.00	1.25	212.50
	Analyze expense and bills; conf w council member; conf w accounting staff re confidential property and contractual issue; strategize negotiation and plan to resolve same	NPW	\$170.00	0.75	127.50
	Research and analyze federal court case concerning chalking tires to enforce parking; conf w D. Nelson re same	NPW	\$170.00	0.50	85.00



Apr-24-19	discuss Council process w J Templeton; comment on and discuss special meeting process; analyze meeting procedures	GTW	\$200.00	1.50	300.00
	Correspondence w city staff to review resolutions for special meeting on 4/26; advise re same; conf w D. Nelson re same; conf w G. Wilson re same; draft electronic memo to city staff advising on notice issues and with analysis of city code regarding calling of special meetings; conf w G. Wilson re same; help staff prepare for special meeting on 4/26; conf w and advise mayor re same; advise D. Nelson re same; advise S. Walter re resolutions for packet for 4/26 special city council meeting; review and report on state law and city code concerning same; draft letter notice for same; follow up advice, issues and correspondence re same.	NPW	\$170.00	2.50	425.00
	Research state legislation - past, present and forthcoming - concerning single use plastics and bags, banning of same and charging fees for same; conf w G. Wilson re same; conf w C. Brown-Kovacic re same; conf w CML re same; draft electronic memo with my research and analysis and recommendations re same	NPW	\$170.00	2.25	382.50
	Research parking enforcement issue; conf w numerous municipalities to learn about and determine alternative processes to chalking; analyze research and make recommendations to city staff; conf w city attorneys re same; conf w D. Nelson re same.	NPW	\$170.00	1.25	212.50
	Review and analyze cable franchise agreement and correspondence w company, city staff and G. Wilson; t/c w G. Wilson re finalizing same and meeting w company on same and strategy re same.	NPW	\$170.00	0.75	127.50
Apr-25-19	Conf calls w title company and property owner concerning confidential property and contractual issue; analyze same and plan same and for discussion at 5/7 executive session on same; t/c w G. Wilson re same; email correspondence w attorney re same	NPW	\$170.00	1.25	212.50

	Draft resolutions for 4/26 council meeting; advise and assist staff with preparation and packet for same; conf w D. Nelson and S. Walter re same; coordinate w staff re same; follow up correspondence re same and other legal issues and questions; conf w. K. Smith and T. Casey	NPW	\$170.00	0.75	127.50
	Correspondence w charter communications; review and analyze last version of contract; conf w G. Wilson re same; prepare for meeting w Charter Communications to negotiate same. coordination of same	NPW	\$170.00	1.25	212.50
	Draft memo to R. Johnson and D. Nelson with analysis of federal case concerning chalking tires to enforce parking rules and with summary of recommended procedures and technology moving forward and with legal analysis and recommendations for same; research and analyze subject case, articles and correspondence re same	NPW	\$170.00	1.00	170.00
	Conf call w CML lobbyist concerning regulation and prohibition of plastic bags and single use plastics and with updates on state legislation re same; draft memo to C. Brown-Kovacic and city staff re same; conf w G. Wilson re same; research city bag fees and make recommendations and provide options to city concerning same	NPW	\$170.00	1.25	212.50
Apr-26-19	Review and analyze CCRD response and corresponding exhibits; conf w CIRSA attorney re same; t/c w G. Wilson re same; conf w D. Nelson re same.	NPW	\$170.00	0.50	85.00
Apr-28-19	review CORA requests; confer w CIRSA counse;l re CORA treatment of certain records	GTW	\$200.00	1.00	200.00
Apr-29-19	Advise G. VanNimwegen re amendment to Judd Agreement and items on for 5/7 city council meeting and issues arising at last planning commission meeting; answer follow email correspondence re same; analyze agreement; recommend changes to G. VanNimwegen; correspondence with Charter Communications re agreement with	NPW	\$170.00	1.50	255.00

	City; review agreement; conf w G. Wilson re same; conf w staff re same; general advice to city staff and follow up legal research				
Apr-30-19	Review City Code and advise G. Van Nimwegen re: variances, code provisions, board of adjustments questions' re same and general law concerning same; review and analyze Buckley-Meadows SIA; advise G. VanNimwegen re same and in preparation of 5/7 City Council meeting; finalize review and analysis of Judd agreement and all outstanding documents for 5/7 council meeting; review and analyze dog park lease amendment; advise D. Nelson with my recommendations and analysis of same; t/c w G. Wilson re outstanding legal issues and 5/7 City Council meeting	NPW	\$170.00	2.75	467.50
	Correspondence w title company re confidential property and contract issue; conf w attorney for property owner re same; conf w G. Wilson re same; review and analyze confidential documents concerning same; strategize same for resolution and negotiation	NPW	\$170.00	0.75	127.50
	T/c w G. Wilson re CORA request and other legal issues; advise S. Walter re response to CORA request; advise S. Walter re: marijuana license transfer issue; conf w D. Nelson and G. Wilson re same and other minor legal questions and issues	NPW	\$170.00	0.50	85.00
	Totals			75.00	\$13,035.00

**DISBURSEMENTS**

Apr-30-19	April Prints/Copies 250 @ 0.10	25.00
	April Prints/Copies (color) 1 @ 0.50	0.50
	4/2/19 G. Wilson Roundtrip to/from Morrison to Salida 248 @ 0.58	143.84
	Totals	\$169.34

**Total Fee & Disbursements**

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**\$13,204.34**

Previous Balance

16,852.06

Previous Payments

16,852.06

**Balance Now Due**

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**\$13,204.34**

TAX ID Number 20-1943771

**TIMEKEEPER LIST**

GTW

Geoffrey T. Wilson

Associate

NPW

Nina P. Williams

Associate