

**SERVICE CONTRACT BETWEEN THE TOWN OF CASTLE ROCK  
AND THE CASTLE ROCK HISTORICAL SOCIETY**

**DATE:** \_\_\_\_\_, 2018.

**PARTIES:** **TOWN OF CASTLE ROCK**, a Colorado municipal corporation, 100 N. Wilcox Street, Castle Rock, Colorado 80104 (“Town”).

**CASTLE ROCK HISTORICAL SOCIETY**, P.O. Box 1572, Castle Rock, Colorado 80104 (“Historical Society”).

**RECITALS:**

- A. The Town and the Historical Society have agreed to the terms and conditions by which the Town will provide funding through the Philip S. Miller Charitable Trust for designated functions of the Historical Society: and
- B. The Castle Rock Historical Society will use the funding provided by the Town to (i) fund the operating expenses to staff and maintain the Castle Rock Museum (“Museum”), (ii) provide care and safe-keeping of Museum artifacts, and (iii) provide exhibits which focus on the history of Castle Rock.
- C. The Historical Society agrees to ensure that the Museum will be open four days per week, 5 hours per day, excluding holidays with no admission charge.
- D. The Historical Society agrees to provide pre-scheduled tours of the Museum and Historic Downtown Castle Rock for residents and visitors.

**TERMS:**

**Section 1. Scope of Services.** The Historical Society shall provide the services as defined in Recitals of this Service Contract. The Town’s contractual obligation under this Service Contract shall not to exceed \$77,000. Payments shall be made to the Historical Society on a quarterly basis in the amount of \$19,250, on or about March 15, June 15, September 15 and December 15.

**Section 2. Term.** The term of this Service Contract shall be from January 1, 2019 to December 31, 2019.

**Section 3. Assignment.** This Service Contract shall not be assigned by the Historical Society without the written consent of the Town.

**Section 4. Notice.** Any notice required or permitted by this Service Contract shall be in writing and shall be deemed to have been sufficiently given for all purposes if sent by certified mail or registered mail, postage and fees prepaid, addressed to the party to whom such notice is to be given at the address set forth on the first page of this Service Contract, or at such other address as has been previously furnished in writing to the other party or parties. Such notice shall be deemed given when deposited in the United States mail.

**Section 5. Reporting.** The Historical Society shall submit in writing to the Town Manager a report on its activities no later than July 31, and shall also submit a written annual report for 2019 no later than January 31, 2020. Such reports shall include, but not be limited to, financial reporting and information on Historical Society of 2019 performance objectives as outlined in its proposal attached as *Exhibit 1*.

**Section 6. Prohibition Against Employing Illegal Aliens.** Historical Society shall not knowingly employ or contract with an illegal alien to perform work under this contract. Historical Society shall not enter into a contract with a subcontractor that fails to certify to the Historical Society that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this contract.

Historical Society has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under the public contract for services through participation in either the E-verify program or the Department program, as defined in C.R.S. §§ 8-17.5-101(3.3) and 8-17.5-101(3.7), respectively. Historical Society is prohibited from using the E-verify program or Department program procedures to undertake pre-employment screening of job applicants while this contract is being performed.

If Historical Society obtains actual knowledge that a subcontractor performing work under this Contract for services knowingly employs or contracts with an illegal alien, Historical Society shall:

- A. Notify the subcontractor and the Town within three days that the Historical Society has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and
- B. Terminate the subcontract with the subcontractor if within three days of receiving notice required pursuant to this paragraph the subcontractor does not stop employee or contracting with the illegal alien; except that the Historical Society shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

Historical Society shall comply with any reasonable request by the Department of Labor and Employment made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. §8-17.5-102(5).

If Historical Society violates a provision of this contract required pursuant to C.R.S. §8-17.5-102, Town may terminate the contract for breach of contract. If the contract is so terminated, the Historical Society shall be liable for actual and consequential damages to the Town.

**Section 7. Insurance.** Historical Society agrees to procure and maintain, at its own cost, the following policy or policies of insurance. Historical Society shall not be relieved of any liability, claims, demands or other obligations assumed pursuant to the Contract Documents by

reason of its failure to procure or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

A. Historical Society shall procure and maintain, and shall cause each subcontractor of the Historical Society in Historical Society's own policy the minimum insurance coverage listed below. Such coverage shall be procured and maintained with forms and insurers acceptable to the Town. All coverage shall be continuously maintained from the date of commencement of services hereunder. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.

1. Workers Compensation insurance to cover obligations imposed by the Workers Compensation Act of Colorado and any other applicable laws for any employee engaged in the performance of Work under this contract, and Employer's Liability insurance with minimum limits of FIVE HUNDRED THOUSAND DOLLARS (\$500,000) each accident, FIVE HUNDRED THOUSAND DOLLARS (\$500,000) disease-policy limit, and FIVE HUNDRED THOUSAND DOLLARS (\$500,000) disease-each employee.

2. Comprehensive General Liability insurance with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence and ONE MILLION DOLLARS (\$1,000,000) aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations. The policy shall contain a severability of interests provision.

3. Comprehensive Automobile Liability Insurance with minimum combined single limits for bodily injury and property damage of not less than ONE MILLION DOLLARS (\$1,000,000) each occurrence and ONE MILLION DOLLARS (\$1,000,000) aggregate with respect to each of Contractor's owned, hired and/or non-owned vehicles assigned to or used in performance of the services. The policy shall contain a severability of interests provision.

B. The policies required above, except Workers' Compensation insurance and Employers' Liability insurance shall be endorsed to include the Town, its officers and employees, as an additional insured. Every policy required above shall be primary insurance, and any insurance carried by the Town, its officers, or its employees, shall be excess and not contributory insurance to that provided by Historical Society. The additional insured endorsement for the Comprehensive General Liability insurance required above shall not contain any exclusion for bodily injury or property damage arising from completed operations. The Historical Society shall be solely responsible for any deductible losses under each of the policies required above.

C. Certificates of insurance shall be completed by Historical Society's insurance agent as evidence that policies providing the required coverage, conditions and minimum limits are in full force and effect, and shall be subject to review and approval by the Town. Each certificate shall identify the Project and shall provide that coverage afforded under the policies shall not be cancelled, terminated or materially changed until at least 30 days prior written notice has been given to the Town. If the words "endeavor to" appear in the portion of the certificate addressing cancellation, those words shall be stricken from the certificate by the agent(s) completing the certificate. The Town reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

D. Failure on the part of Historical Society to procure or maintain policies providing the required coverage, conditions, and minimum limits shall constitute a material breach of contract upon which the discretion may procure or renew any such policy or any extended connection therewith, and all monies so paid by the Town shall be repaid by Historical Society to the Town upon demand, or the Town may offset the cost of the premiums against any monies due to Historical Society from the Town.

E. The parties understand and agree that the Town is relying on, and does not waive or intend to waive by any provision of this contract, the monetary limitations (presently \$350,000 per person, \$990,000 per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, §24-10-101, et seq., C.R.S., as from time to time amended, or otherwise available to Town, its officers, or its employees.

**Section 8. Additional Documents.** The parties agree to execute any additional documents or take any additional action that is necessary to carry out this Service Contract.

**Section 9. Entire Service Contract.** This Service Contract represents the entire Service Contract between the parties and there are no oral or collateral agreements or understandings. This Service Contract may be amended only by an instrument in writing signed by the parties. If any other provision of this Service Contract is held invalid or unenforceable, no other provision shall be affected by such holding, and all of the remaining provisions of this Service Contract shall continue in full force and effect.

**Section 10. Waiver.** A waiver by any party to this Service Contract of the breach of any term or provision of this Service Contract shall not operate or be construed as a waiver of any subsequent breach by either party.

**Section 11. Governing Law.** This Service Contract shall be governed by the laws of the State of Colorado.

**Section 12. Indemnification.** Historical Society expressly agrees to indemnify and hold harmless Town or any of its officers or employees from any and all claims, damages, liability, or court awards including attorney's fees that are or may be awarded as a result of any loss, injury or damage sustained or claimed to have been sustained by anyone, including, but not limited to, any person, firm, partnership, or corporation, to the extent caused by the negligent acts, errors or omissions of the Historical Society or any of their employees or agents in performing work pursuant to this Service Contract. In the event that any such suit or action is brought against Town, Town will give notice within ten (10) days thereof to Historical Society.

**Section 13. Worker's Compensation.** The Historical Society shall at its own expense keep in full force and effect during the term of this Service Contract Statutory Worker's Compensation Insurance.

**Section 14. Independent Contractor.** The Historical Society and Town hereby represent that the Historical Society is an independent contractor for all purposes hereunder. As such, the Historical Society is not covered by any worker's compensation insurance or any other insurance maintained by Town except as would apply to members of the general public. The Historical Society shall not create any indebtedness on behalf of the Town.

**Section 15. No Third Party Beneficiaries.** It is expressly understood and agreed that enforcement of the terms and conditions of this Service Contract, and all rights of action relating to such enforcement, shall be strictly reserved to Town and Historical Society, and nothing contained in this Service Contract shall give or allow any such claim or right of action by any other third party on such Service Contract. It is the express intention of the parties that any person other than Town or Historical Society receiving services or benefits under this Service Contract shall be deemed to be an incidental beneficiary only.

**Section 16. Default and Remedies.** In the event either party should default in performance of its obligations under this Service Contract, and such default shall remain uncured for more than 10 days after notice of default is given to the defaulting party, the non-defaulting party shall be entitled to pursue any and all legal remedies and recover its reasonable attorney's fees and costs in such legal action.

**ATTEST:**

**TOWN OF CASTLE ROCK**

\_\_\_\_\_  
Lisa Anderson, Town Clerk

\_\_\_\_\_  
Jennifer Green, Mayor

**Approved as to form:**

**Approved as to content:**

\_\_\_\_\_  
Robert J. Slentz, Town Attorney

\_\_\_\_\_  
David L. Corliss, Town Manager

**CASTLE ROCK HISTORICAL SOCIETY:**

By: \_\_\_\_\_

Its: \_\_\_\_\_



Castle Rock Town Council  
100 N. Wilcox St.  
Castle Rock, CO 80104

June 15, 2018

Ladies and Gentlemen,

Thank you for the opportunity to apply for community funding grants from the Philip S. Miller Charitable Trust. Past funding has enabled the Castle Rock Historical Society to operate the Castle Rock Museum and provide quality programs to the community in a cost-effective manner. We are grateful for your steadfast support. This year the museum celebrates its 21st year of operation. Over the years it has become a professional and progressive institution. We are grateful for the Town of Castle Rock support that helped make this possible.

The Castle Rock Museum is a valuable cultural resource for the community. One of its primary goals is to provide an interesting way to educate the community on the tremendous and varied history of this town and give its residents a sense of place. New residents frequently visit the museum to get a perspective on the community they have chosen to make their home. The CRHS provides this at the lowest cost because it is managed by a non-profit organization. Because the Society and Museum adhere closely to the goals of the Miller Fund, the resources for the operation of the museum can be provided with non-tax dollars.

The Historical Society's goals in 2019 will be to continue to provide a quality museum experience for the enjoyment and education of the visitors. In recent years the museum has expanded its vision to add featured exhibits which focus on a special event or era in Castle Rock history. Over the last few years the museum has received over \$100,000 in grants used to insure the integrity of the 142-year-old building. Our goal as always will be to secure additional funding to the museum.

In addition to the grant from the town the CRHS seeks funds as follows:

- Grants for the museum building and restoration
- Donations from local business
- Leveraging membership in Colorado Gives and other charitable endeavors
- The museum donation box and Gift shop
- Increasing membership and business participation
- Fundraising events, such as our annual Victoria's Tea and bus tours
- Individual member donations

During 2018 the Castle Rock Historical Society and Museum:

- Provided interesting and educational information about the history of Castle Rock. This year's special exhibit entitled, Westward Ho! Explorers and Travelers of Douglas County illustrated some of the interesting characters that came through this area before the town existed.
- Maintained the two exhibits at Castle Rock Adventist Hospital, named in honor of Castle Rock citizens, nurse Mary Briscoe, and Dr. George Alexander.
- Used volunteers to run tours, support new museum exhibits, guide visitors, help promote the Society and perform maintenance duties.
- Provided community education by hosting school group tours of all ages and do historic based programs for local community groups. The museum also hosted an art exhibit by children from a local elementary school.
- Participated in local community events such as the Car Show and Festival of Trees.
- Conducted historic tours. The annual Trolley Tour, and the scheduled and special downtown walking tours are all extremely popular. The local "Holding History in Your Hand" QR code plaque tours have been revitalized offering new technology to learn about historic downtown Castle Rock. We now offer a certificate of completion. These tours are provided at no cost to the participants but they increase donations and are evidence of the vitality of the organization.
- Upgraded and networked the Museum's computers and is currently working to develop online exhibits.
- Provided educational bus tours for fun and served as fundraisers.
- Recruited top quality presenters who educate and entertain at the Society's free monthly meeting at the Philip S. Miller Library with an ever-increasing audience.

Several of these ventures have involved working with town staff and we are grateful to partners with the town promoting this special place.

For 2019 we are requesting a yearly amount of \$77,000, an increase of \$2000. Good executives operate continually with an eye to the future and really good ones learn to peer around corners to anticipate what can't be seen but have a very high probability of inevitability. The Castle Rock Museum faces such an inevitable succession of executive management within the next 1 - 3 years with the likely retirement of its Executive Director, Angie DeLeo. Angie has served with verve, dignity, deep caring and professionalism for nine years and has been woefully underpaid at \$17,400.00 per annum. It is utterly indisputable that a new hire could not be gotten in the marketplace now or then to replace her for less than \$25,000.00. As the volunteer president it is my earnest recommendation that an additional \$2,000.00 be added to this 2019 request to bring her compensation up to \$20,000.00. And it should be the next president's recommendation to increment it \$2,500.00 per annum in 2020 and 2021 to bring it up to an eventual \$25,000.00 so that a fruitful executive search can be performed when required for a highly qualified and competent new Museum Executive Director. The Castle Rock Historical Society is committed to our mission of historical education, maintaining the sense of

community, and the small-town feel of Castle Rock. Your steadfast support has helped enable us to receive over \$100,000 in grants and donations over the last few years. These grants help ensure the continued preservation and stability of our beloved 142-year old D & RG Depot museum. Thank you for your time and attention. We look forward to the approval of our 2018 grant request. We look forward to meeting with you at Town Council meeting as scheduled.

Respectfully,

Jerry Persall, President  
Castle Rock Historical Society Board of Directors

Contact: Angie Deleo  
Museum Director  
420 Elbert St. Castle Rock, CO.  
80204. 303-814-3164

**Board of Directors**

President, Jerry Persall  
Vice President, Kathleen Coolidge  
Treasurer, Ruth Hiebert  
Recording Secretary, Cherie Holverstott  
Corresponding Secretary, Dorothy Kelly  
Education, Guy Mordeaux  
Member at Large, Suzie Perry  
Member at Large, Scott Swindell  
Member at Large, Marsha Shaikhly  
Member at Large, Steve Walsh  
Member at Large, Debbie Stenner  
Member at Large (non-voting) Angie Deleo, Museum Director



**2019 SERVICE ORGANIZATION  
FUNDING APPLICATION**

**ORGANIZATION REQUESTING FUNDING:**

**Castle Rock Historical Society**

**I. 2019 FUNDING REQUEST** (Please use this form for this information and not another format.)

**Breakdown of funds** (For what specifically would monies from the Town be used?)

<u>Salaries, including taxes and insurance</u>	<u>\$58900</u>
<u>Utilities</u>	<u>\$6000</u>
<u>Office Equipment &amp; Building Maintenance</u>	<u>\$7900</u>
<u>Building Insurance</u>	<u>\$3200</u>
<u>Exhibits &amp; artifact preservation</u>	<u>\$1000</u>
<u>_____</u>	<u>\$ _____</u>
<u>_____</u>	<u>\$ _____</u>
 TOTAL FUNDING REQUEST	 <u>\$77000</u>

**II. 2019 PROJECTED ORGANIZATION BUDGET**

(Please use this form for this information and not another format.)

2019 projected organizational budget  
(Including funding from the Town) \$85000

Projected sources of revenue

<u>Museum Donation Box</u>	<u>\$1725</u>
<u>Gift Shop</u>	<u>\$1380</u>
<u>Town of Castle Rock</u>	<u>\$77000</u>
<u>Fundraising</u>	<u>\$7000</u>
<u>_____</u>	<u>\$ _____</u>
<u>_____</u>	<u>\$ _____</u>
<u>_____</u>	<u>\$ _____</u>
 TOTAL PROJECTED REVENUE	 <u>\$87105</u>

Projected expenditures  
(By major budget category)

<u>Payroll</u>	<u>\$58900</u>
<u>Utilities</u>	<u>\$6000</u>
<u>Office Equipment &amp; Bldg Maintenance, Security Expansion</u>	<u>\$ 10900</u>
<u>Professional Assoc. Membership, staff training &amp; travel</u>	<u>\$1150</u>
<u>Artifact preservation, restoration &amp; equipment upgrades</u>	<u>\$7000</u>
<u>Outreach, fundraising &amp; events</u>	<u>\$1540</u>

Facility improvements

\$1625

TOTAL PROJECTED EXPENDITURES

\$87115

III. 2019 Proposed Performance Objectives

*Specific services to the Town the organization proposes to provide as a result of Town funding:*

*1. To continue to discover, collect and promote the preservation of any archive material, sites, buildings and oral history which may help to establish or illustrate the history of the Castle Rock area. The Castle Rock Museum has illustrated the geology, exploration, settlement, development, town government, conditions, events, public figures and progress of the town.*

*2. Hold open the Castle Rock Museum four days per week, five hours per day, excluding holidays, with no admission charge.*

*3. Provide permanent exhibits of artifacts and curated exhibits at the Castle Rock Museum.*

*4. Continue to curate traveling and rotating exhibits at the Castle Rock Museum.*

*5. Continue hosting historical tours of the Castle Rock area. Past examples include an annual Trolley Tour, Summer Walking Tours and other periodic tours such as quarry tours.*

*6. Continue providing informative historical presentations to groups including the general public, seniors, and to school children. If school budgets are such that schools cannot send children to the Museum we will go to the schools.*

*7. Assist economic development of Castle Rock by presenting the development of Castle Rock from the founding to the present day, and encourage growth of local businesses as our partners, all the while preserving the small-town atmosphere. The walking tours are designed to encourage people to spend time in the downtown area. The museum frequently entertains questions from newcomers and visitors about information on the town beyond history.*

*8. Participate in local community activities, such as the Car show, Festival of Trees and Starlighting when the society and museum can make a beneficial contribution.*