



IGNACIO TOWN BOARD MEETING AGENDA
Monday, January 8, 2024 – 6:00 PM
Abel F. Atencio Community Room, 570 Goddard Avenue
or via Remote Public Meeting

*The remote meeting is hosted by Zoom and requires Attendees to login to the Zoom meeting website at the following address: <https://us06web.zoom.us/j/89006428221>; or Attendees wishing to participate by phone shall call: **346-248-7799** and key in Webinar ID Number: **890 0642 8221**.*

*There is a Zoom Etiquette file on the Town website that details how Zoom meetings work and what is expected of Attendees. All Attendees will be able to hear and/or see the Town Board meeting. Attendees will be muted until the Mayor takes Attendee comments. Attendees wanting to comment must click on the “Raised Hand” tab at the bottom of the screen, or callers will have to enter *9. The Mayor will acknowledge which Attendee is to speak (by name or phone number) and the meeting host will allow them to speak. The meeting host will unmute the Attendee (or notify the Attendee if they need to unmute themselves by entering *6). The Attendee shall first provide their name and address before they begin their comments. Failure to follow directions or maintain meeting decorum will result in the muting of your connection.*

- I. CALL REGULAR MEETING TO ORDER:** Pledge of Allegiance
- II. ROLL CALL**
- III. APPROVAL OF AGENDA – Action Item**
- IV. PUBLIC COMMENTS:** *The Town Board values public comment and allows this time for citizens to voice their thoughts regarding Town issues and/or ideas for improvement in the community. Meeting decorum will be maintained and failure to maintain composure and respect will result in the closure of your comment period. Prior to addressing the Board, state your name and address, and limit your comments to five (5) minutes. The Town Board and/or staff may respond to your comments or take your comments under advisement. Please do not comment on items listed on the Agenda, as opportunity will be given to comment on each action item. Thank you.*
- V. CONSENT AGENDA – Action Item**
 - A. Regular Town Board Meeting Minutes from December 2023
 - B. December 2023 Accounting Reports
- VI. UNFINISHED BUSINESS:**
 - A. Rock Creek Update
 - B. ELHI Lease Purchase Agreement Discussion
- VII. NEW BUSINESS**
 - A. Friends of the Library Special Event Liquor Permit – Public Hearing and Action Item
 - B. Resolution 01-2024 – Town Board Posting and Meeting Locations – Action Item
 - C. Ordinance 360 – Setting Compensation for Trustees and Mayor – Public Hearing and Action Item
 - D. 2024 Fines and Fees Schedule – Public Hearing and Action Item
 - E. Utility Rate Increases – Public Hearing and Action Item
 - F. Resolution 02-2024 – Adopting 2024 Budget – Public Hearing and Action Item
 - G. Ordinance 361 – Appropriating Funds for the 2024 Budget – Action Item
 - H. Resolution 03-2024 – Certifying the Mill Levy for 2024 – Action Item
 - I. Ordinance 362 – Repealing Ordinance 151 – Burns Avenue Vacation
 - J. Draft Town Property Development RFP
- VIII. STAFF REPORTS**
 - A. Police Department
 - B. Public Works
 - C. Clerk / Treasurer
 - D. Town Manager
 - E. Attorney
- IX. TRUSTEE REPORTS**
- X. MISCELLANEOUS**
- XI. EXECUTIVE SESSION** for a conference with the Town Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b) regarding the Lease Purchase Acquisition of ELHI.
- XII. ADJOURNMENT**

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
-97710	E	893 AT&T	394.28	12/04/23	12/23	CL 17137	394.28
-97709	E	845 HOME DEPOT CREDIT SERVICES	387.32	12/04/23	12/23	CL 17138	387.32
-97708	E	974 LA PLATA ELECTRIC ASSN INC	2062.69	12/04/23	12/23	CL 17139	2062.69
-97707	E	737 PITNEY BOWES INC	82.99	12/04/23	12/23	CL 17145	82.99
-97706	E	737 PITNEY BOWES INC	806.14	12/18/23	12/23	CL 17164	806.14
-97705	E	143 STATE OF COLORADO-SALES TAX	1720.27	12/18/23	12/23	CL 17172	1720.27
-97704	E	1187 Cardmember Service (TBK Bank)	251.54	12/18/23	12/23	CL 17181	251.54
-97703	E	1187 Cardmember Service (TBK Bank)	189.70	12/18/23	12/23	CL 17182	189.70
-97702	E	1187 Cardmember Service (TBK Bank)	1476.93	12/18/23	12/23	CL 17183	1476.93
-97701	E	1187 Cardmember Service (TBK Bank)	117.90	12/18/23	12/23	CL 17184	117.90
-97700	E	1187 Cardmember Service (TBK Bank)	129.12	12/18/23	12/23	CL 17185	129.12
-97699	E	1187 Cardmember Service (TBK Bank)	89.29	12/18/23	12/23	CL 17186	89.29
-97698	E	1187 Cardmember Service (TBK Bank)	338.47	12/18/23	12/23	CL 17187	338.47
-97697	E	1187 Cardmember Service (TBK Bank)	279.60	12/18/23	12/23	CL 17188	279.60
-97696	E	1187 Cardmember Service (TBK Bank)	114.11	12/18/23	12/23	CL 17189	114.11
-97695	E	1187 Cardmember Service (TBK Bank)	1012.98	12/18/23	12/23	CL 17190	1012.98
-97694	E	1187 Cardmember Service (TBK Bank)	295.54	12/18/23	12/23	CL 17191	295.54
-97693	E	1187 Cardmember Service (TBK Bank)	2195.44	12/18/23	12/23	CL 17192	2195.44
-97692	E	1187 Cardmember Service (TBK Bank)	261.50	12/18/23	12/23	CL 17193	261.50
-97691	E	1187 Cardmember Service (TBK Bank)	330.30	12/18/23	12/23	CL 17194	330.30
-97690	E	1187 Cardmember Service (TBK Bank)	595.17	12/18/23	12/23	CL 17195	595.17
-97689	E	1187 Cardmember Service (TBK Bank)	226.95	12/19/23	12/23	CL 17197	226.95
7021	S	1253 B3PE, LLC	1080.00	12/04/23	12/23	CL 17146	1080.00
7022	S	65 BASIN COOP	23.00	12/04/23	12/23	CL 17153	23.00

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
7023	S	1261 Belmear Mechanical	75.00	12/04/23	12/23		
7024	S	976 CIRSA WC	295.43	12/04/23	12/23	CL 17149	75.00
7025	S	1263 Colorado Department of Transportation	146906.96	12/04/23	12/23	CL 17144	295.43
7026	S	1131 CROSSFIRE AGGREGATE SERVICES LLC	331.18	12/04/23	12/23	CL 17136	146906.96
7027	S	1275 ELHI Community Center	652.33	12/04/23	12/23	CL 17148	331.18
7028	S	1240 Ferguson Waterworks #1116	508.10	12/04/23	12/23	CL 17156	652.33
7029	S	981 HI PERFORMANCE CARWASH LLC	107.40	12/04/23	12/23	CL 17142	508.10
7030	S	1244 Kissinger & Fellman, P.C.	450.50	12/04/23	12/23	CL 17152	107.40
7031	S	894 KRISTIN ROEHRS	600.00	12/04/23	12/23	CL 17140	450.50
7032	S	1274 La Plata County	320.00	12/04/23	12/23	CL 17155	600.00
7033	S	1046 LAW OFFICE OF DAVID LIBERMAN	1530.45	12/04/23	12/23	CL 17134	320.00
7034	S	394 LEWIS TRUE VALUE MERCANTILE	223.57	12/04/23	12/23	CL 17147	1530.45
7035	S	1192 Mitel Networks, Inc.	432.24	12/04/23	12/23	CL 17154	223.57
7036	S	970 SECOR	3448.63	12/04/23	12/23	CL 17143	432.24
7037	S	1172 Short Elliott Hendrickson, Inc.	4382.75	12/04/23	12/23	CL 17151	3448.63
7063 *	S	53 AUTO PARTS INC	47.98	12/18/23	12/23	CL 17135	4382.75
7064	S	220 BALLANTINE COMMUNICATIONS INC	9.05	12/18/23	12/23	CL 17167	47.98
7065	S	91 BRENNAN OIL COMPANY	223.17	12/18/23	12/23	CL 17162	9.05
7066	S	99 C & J GRAVEL PRODUCTS INC	824.12	12/18/23	12/23	CL 17165	223.17
7067	S	921 CASCADE WATER	27.50	12/18/23		CL 17170	824.12
7068	S	1227 CJB Auto Supply	282.04	12/18/23	12/23	CL 17178	27.50
7069	S	1134 Clark or Sharon CRAIG	1079.75	12/18/23		CL 17196	282.04
7070	S	971 FASTTRACK COMMUNICATIONS INC	402.22	12/18/23	12/23	CL 17176	1079.75
7071	S	903 FIRESTONE OF DURANGO	740.88	12/18/23	12/23	CL 17163	402.22
						CL 17159	740.88

01/03/24
13:00:25

TOWN OF IGNACIO
Check Register for Checking
For the Accounting Period: 12/23

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Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
7072	S	257 FOUR CORNERS WELDING & GAS SUPPLY	7.00	12/18/23	12/23	CL 17166	7.00
7073	S	263 GALLS, LLC.	360.34	12/18/23	-----	CL 17175	360.34
7074	S	981 HI PERFORMANCE CARWASH LLC	57.06	12/18/23	12/23	CL 17179	57.06
7075	S	1130 IMAGENET CONSULTING LLC	1725.00	12/18/23	12/23	CL 17158	1725.00
7076	S	1031 JUST CLICK PRINTING INC	82.56	12/18/23	-----	CL 17174	82.56
7077	S	1264 Republic Services #657	3026.00	12/18/23	-----	CL 17173	3026.00
7078	S	590 SAN JUAN BASIN HEALTH DEPARTMENT	60.00	12/18/23	12/23	CL 17180	60.00
7079	S	1277 Sarah Delaine Simchowicz	275.00	12/18/23	-----	CL 17171	275.00
7080	S	600 SOUTHERN UTE UTILITIES DIVISION	63152.90	12/18/23	12/23	CL 17177	63152.90
7081	S	626 SUMMIT SUPPLY	105.72	12/18/23	12/23	CL 17169	105.72
7082	S	1147 TDL RECYCLING, LLC	530.00	12/18/23	12/23	CL 17160	530.00
7083	S	650 TOWN OF IGNACIO	1065.41	12/18/23	12/23	CL 17157	1065.41
7084	S	675 UTILITY NOTIFICATION CENTER OF CO	58.05	12/18/23	12/23	CL 17168	58.05
7085	S	999999 WALKER HOLDING COMPANY, LLC	1893.88	12/18/23	12/23	CL 17161	1893.88
Total for Claim Checks			250761.40				
Count for Claim Checks			62				

* denotes missing check number(s)

of Checks: 62 Total: 250761.40

01/03/24
13:00:26

TOWN OF IGNACIO
Fund Summary for Claim Check Register
For the Accounting Period: 12/23

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Report ID: AP110

Fund/Account	Amount
100 GENERAL FUND	
110230 Operating Account	27,148.79
300 CAPITAL IMPROVEMENT FUND	
110230 Operating Account	151,289.71
500 ECONOMIC DEVELOPMENT FUND	
110230 Operating Account	652.33
610 WATER FUND	
110230 Operating Account	11,401.72
620 GAS FUND	
110230 Operating Account	28,502.51
630 SEWER FUND	
110230 Operating Account	31,717.22
640 IRRIGATION FUND	
110230 Operating Account	49.12
Total:	250,761.40

TOWN OF IGNACIO

2022			2023	331310		% up/down			% up/down
City Sales Tax	Month	Year-To-Date	City Sales Tax	Month	Difference	from PYM	Year-To-Date	Difference	from PYT
			<i>hit bank:</i>						
		-	1 Jan	50,873.14					
Jan	50,799.76	50,799.76	2 Feb	59,491.23	8,691.47	17.11%	59,491.23	8,691.47	17.11%
Feb	41,290.95	92,090.71	3 Mar	46,445.64	5,154.69	5.60%	105,936.87	13,846.16	15.04%
Mar	43,286.70	135,377.41	4 Apr	44,651.23	1,364.53	1.01%	150,588.10	15,210.69	11.24%
Apr	44,081.72	179,459.13	5 May	48,413.47	4,331.75	2.41%	199,001.57	19,542.44	10.89%
May	43,055.54	222,514.67	6 Jun	48,118.71	5,063.17	2.28%	247,120.28	24,605.61	11.06%
Jun	47,274.66	269,789.33	7 Jul	51,416.18	4,141.52	1.54%	298,536.46	28,747.13	10.66%
Jul	47,798.20	317,587.53	8 Aug	47,069.92	-728.28	-0.23%	345,606.38	28,018.85	8.82%
Aug	51,699.44	369,286.97	9 Sep	51,249.72	-449.72	-0.12%	396,856.10	27,569.13	7.47%
Sep	50,334.22	419,621.19	10 Oct	50,337.91	3.69	0.00%	447,194.01	27,572.82	6.57%
Oct	50,282.82	469,904.01	11 Nov	52,000.17	1,717.35	0.37%	499,194.18	29,290.17	6.23%
Nov	49,555.69	519,459.70	12 Dec	60,980.48	11,424.79	2.20%	560,174.66	40,714.96	7.84%
Dec	50,873.14	570,332.84	Jan						
City Total Total	570,332.84		City Total	611,047.80					10.26%
2022 BUDGET		460,000.00	2023 BUDGET		108.70% Budget Incr		500,000.00		

2022			2023	331330		% up/down			% up/down
County Sales Tax	Month	Year-To-Date	County Sales Tax	Month	Difference	from PYM	Year-To-Date	Difference	from PYT
			<i>hit bank:</i>						
		-	1 Jan	97,118.00					
		-	2 Feb	115,286.00					
Jan	86,662.00	86,662.00	3 Mar	87,867.00	1,205.00	1.39%	87,867.00	1,205.00	1.39%
Feb	83,423.00	170,085.00	4 Apr	89,282.00	5,859.00	3.44%	177,149.00	7,064.00	4.15%
Mar	100,800.00	270,885.00	5 May	98,894.00	-1,906.00	-0.70%	276,043.00	5,158.00	1.90%
Apr	93,125.00	364,010.00	6 Jun	93,396.00	271.00	0.07%	369,439.00	5,429.00	1.49%
May	106,167.00	470,177.00	7 Jul	105,714.00	-453.00	-0.10%	475,153.00	4,976.00	1.06%
Jun	115,145.00	585,322.00	8 Aug	118,127.00	2,982.00	0.51%	593,280.00	7,958.00	1.36%
Jul	116,545.00	701,867.00	9 Sep	119,823.00	3,278.00	0.47%	713,103.00	11,236.00	1.60%
Aug	118,060.00	819,927.00	10 Oct	118,596.00	536.00	0.07%	831,699.00	11,772.00	1.44%
Sep	111,831.00	931,758.00	11 Nov	115,270.00	3,439.00	0.37%	946,969.00	15,211.00	1.63%
Oct	103,265.00	1,035,023.00	12 Dec	110,432.00	7,167.00	0.69%	1,057,401.00	22,378.00	2.16%
Nov	97,118.00	1,132,141.00	Jan						
Dec	115,286.00	1,247,427.00	Feb						
County Total	1,247,427.00			1,269,805.00					1.82%
2022 BUDGET		1,000,000.00	2023 BUDGET		110.00% Budget Incr		1,100,000.00		

01/03/24
12:51:20

TOWN OF IGNACIO
Cash Report
For the Accounting Period: 12/23

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Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
100 GENERAL FUND						
110100 Petty Cash	100.00	0.00	0.00	0.00	0.00	100.00
110230 Operating Account	-1,248,356.83	182,399.68	528.90	100,173.86	173,744.15	-1,339,346.26
110250 Savings Account	49,952.32	100,013.08	0.00	0.00	0.00	149,965.40
110270 Investment Account	2,415,540.66	10,991.45	0.00	0.00	0.00	2,426,532.11
Total Fund	1,217,236.15	293,404.21	528.90	100,173.86	173,744.15	1,237,251.25
300 CAPITAL IMPROVEMENT FUND						
110230 Operating Account	314,527.02	30,490.25	0.00	0.00	151,289.71	193,727.56
110270 Investment Account	455,969.91	2,160.34	0.00	0.00	0.00	458,130.25
Total Fund	770,496.93	32,650.59			151,289.71	651,857.81
400 CONSERVATION TRUST FUND						
110230 Operating Account	20,130.19	3,488.32	0.00	0.00	0.00	23,618.51
110270 Investment Account	82,242.41	389.64	0.00	0.00	0.00	82,632.05
Total Fund	102,372.60	3,877.96				106,250.56
500 ECONOMIC DEVELOPMENT FUND						
110230 Operating Account	644,031.98	0.00	0.00	0.00	652.33	643,379.65
110270 Investment Account	19,603.10	545.92	0.00	0.00	0.00	20,149.02
Total Fund	663,635.08	545.92			652.33	663,528.67
610 WATER FUND						
110230 Operating Account	103,156.71	29,230.34	0.00	0.00	11,401.72	120,985.33
110270 Investment Account	47,136.78	223.31	0.00	0.00	0.00	47,360.09
Total Fund	150,293.49	29,453.65			11,401.72	168,345.42
620 GAS FUND						
110230 Operating Account	223,906.69	57,610.41	0.00	0.00	28,502.51	253,014.59
110270 Investment Account	144,856.28	686.32	0.00	0.00	0.00	145,542.60
Total Fund	368,762.97	58,296.73			28,502.51	398,557.19
630 SEWER FUND						
110230 Operating Account	122,454.01	64,117.65	0.00	0.00	31,717.22	154,854.44
110270 Investment Account	203.85	0.93	0.00	0.00	0.00	204.78
Total Fund	122,657.86	64,118.58			31,717.22	155,059.22
640 IRRIGATION FUND						
110230 Operating Account	40,852.39	1,026.19	0.00	0.00	49.12	41,829.46
110270 Investment Account	10,959.62	51.92	0.00	0.00	0.00	11,011.54
Total Fund	51,812.01	1,078.11			49.12	52,841.00
910 PAYROLL CLEARING FUND						
110230 Operating Account	12,800.58	0.00	146,266.46	148,292.14	0.00	10,774.90
930 CLAIMS CLEARING FUND						
110230 Operating Account	4,893.40	0.00	250,761.40	249,437.31	0.00	6,217.49
Totals	3,464,961.07	483,425.75	397,556.76	497,903.31	397,356.76	3,450,683.51

*** Transfers In and Transfers Out columns should match, with the following exceptions:

- 1) Cancelled electronic checks increase the Transfers In column. Disbursed column will be overstated by the same amount and will not balance to the Redeemed Checks List.
- 2) Payroll Journal Vouchers including local deductions with receipt accounting will reduce the Transfers Out column by the total amount of these checks.

01/03/24
12:52:29

TOWN OF IGNACIO
Statement of Revenue Budget vs Actuals
For the Accounting Period: 12 / 23

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Fund	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
100 GENERAL FUND	189,374.90	2,432,630.69	2,283,836.00	-148,794.69	107 %
300 CAPITAL IMPROVEMENT FUND	32,650.59	410,887.84	3,752,498.00	3,341,610.16	11 %
400 CONSERVATION TRUST FUND	3,877.96	16,171.78	80,800.00	64,628.22	20 %
500 ECONOMIC DEVELOPMENT FUND	545.92	610,765.67	241,010.00	-369,755.67	253 %
610 WATER FUND	2,173.31	297,798.18	318,200.00	20,401.82	94 %
620 GAS FUND	6,806.15	765,203.78	506,150.00	-259,053.78	151 %
630 SEWER FUND	6,336.68	579,052.77	629,600.00	50,547.23	92 %
640 IRRIGATION FUND	51.92	43,290.07	44,700.00	1,409.93	97 %
Grand Total:	241,817.43	5,155,800.78	7,856,794.00	2,700,993.22	66 %

01/03/24
12:53:41

TOWN OF IGNACIO
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 12 / 23

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Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Comm.
100 GENERAL FUND	173,389.11	3,001,566.95	2,150,979.00	2,150,979.00	-850,587.95	140%
300 CAPITAL IMPROVEMENT FUND	151,289.71	398,789.80	4,250,000.00	4,250,000.00	3,851,210.20	9%
400 CONSERVATION TRUST FUND	0.00	0.00	120,000.00	120,000.00	120,000.00	0%
500 ECONOMIC DEVELOPMENT FUND	652.33	10,652.33	248,226.00	248,226.00	237,573.67	4%
610 WATER FUND	11,401.72	169,095.02	309,191.00	309,191.00	140,095.98	55%
620 GAS FUND	28,502.51	445,751.95	456,316.00	456,316.00	10,564.05	98%
630 SEWER FUND	31,717.22	500,529.05	580,931.00	580,931.00	80,401.95	86%
640 IRRIGATION FUND	49.12	5,919.81	44,266.00	44,266.00	38,346.19	13%
Grand Total:	397,001.72	4,532,304.91	8,159,909.00	8,159,909.00	3,627,604.09	56%

01/03/24
13:02:09

TOWN OF IGNACIO
Payroll Summary For Payrolls from 12/01/23 to 12/31/23

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Total for Payroll Checks

	Employee	Employer	Amount
	-----	-----	-----
COMA HOURS (Comp Time Accumulated)	31.50		
COMP HOURS (Comp Time Used)	21.00		469.52
HOL HOURS (Holiday Pay)	152.00		5,225.34
J002 HOURS (CHRISTMAS BONUS)	0.00		10,044.48
J004 HOURS (CELL PHONE ALLO)	0.00		166.14
*Non Taxable (added to gross wages, no addition to SS, Med, FIT & SIT bases)			
J015 HOURS (IN LIEU OF INSU)	0.00		1,261.02
LV2 HOURS (HFWA Hrs for PT Employees)	9.00		153.00
OVER HOURS (Overtime)	141.00		7,242.68
REG HOURS (Regular Time)	2,560.25		86,410.76
SICK HOURS (Sick Time)	250.25		8,086.89
VACA HOURS (Vacation Time Used)	19.50		894.44
GROSS PAY	119,954.27	0.00	
NET PAY	85,835.31	0.00	
NET PAY (CHECKS)	15,281.07		
NET PAY (DIRECT DEPOSIT)	70,554.24		
AFLAC-AFTERTAX	355.32	1,138.74	
AFLAC-PRETAX	1,038.96	60.08	
CEBT DENTAL	0.00	732.00	
CEBT HEALTH	4,508.32	11,636.68	
CEBT LIFE	136.45	45.78	
CEBT VISION	0.00	102.00	
EMPL WEAPONS AD	200.00	0.00	
FIT	9,575.26	0.00	
FPPA	5,371.58	4,252.50	
FPPA DROP	1,097.08	0.00	
FPPA-457	982.52	0.00	
FPPA-AD&D	0.00	1,277.28	
GARNISHMENT2	46.14	0.00	
MEDICARE	1,654.61	1,654.61	
MISSIONSQUARE/I	2,036.12	1,934.96	
SIT	3,878.60	0.00	
SOCIAL SECURITY	3,238.00	3,238.00	
UNEMPL. INSUR.	0.00	239.56	
BANK 4	4,080.48	0.00	
BANK 8-SAVINGS	2,776.40	0.00	
COMM BANK OF CO	8,846.88	0.00	
CU OF COLORADO	3,600.25	0.00	
SANDIA LAB FCU	150.00	0.00	
TBK BANK	6,800.12	0.00	
USAA	6,051.11	0.00	
VECTRA BANK CO	69.26	0.00	
WELLS FARGO	35,298.13	0.00	
WELLS FARGO N.A	138.52	0.00	
WELLS FARGO NEV	69.26	0.00	
WELLS FARGO OR	2,673.83	0.00	
FIT/SIT BASE	104,617.10	0.00	
MEDICARE BASE	114,104.40	0.00	

01/03/24
13:02:09

TOWN OF IGNACIO
Payroll Summary For Payrolls from 12/01/23 to 12/31/23

Page: 2 of 2
Report ID: P130

SOC SEC BASE	52,226.05	0.00
UN BASE	119,788.13	0.00

Total	26,312.19
Total Payroll Expense (Gross Pay + Employer Contributions):	146,266.46

Check Summary

Payroll Checks Prev. Out.	\$3,326.32
Payroll Checks Issued	\$15,327.21
Payroll Checks Redeemed	\$16,815.11
Payroll Checks Outstanding	\$1,838.42
Electronic Checks	\$131,477.03

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security	6476.00	6476.00		221700
Medicare	3309.22	3309.22		221710
Unempl. Insur.	239.56	777.34	0.05	221760
FIT	9575.26	9575.26		221720
SIT	3878.60	3878.60		221730
FPPA	9624.08	9624.08		221742
AFLAC-PRETAX	1099.04	1099.04		221757
EMPL WEAPONS AD	200.00	200.00		221782
FPPA-457	982.52	982.52		221742
FPPA-AD&D	1277.28	1277.28		221743
MISSIONSQUARE/I	3971.08	3971.08		221741
AFLAC-AFTERTAX	1494.06	1494.06		221757
CEBT DENTAL	732.00	732.00		221754
CEBT HEALTH	16145.00	16145.00		221751
CEBT LIFE	182.23	182.23		221755
CEBT VISION	102.00	102.00		221756
GARNISHMENT2	46.14	46.14		221781
FPPA DROP	1097.08	1097.08		221742
Total Ded.	60431.15	60968.93	0.05	

**** Carried Forward column only correct if report run for current period.

MEMORANDUM OF LEASE PURCHASE AGREEMENT

This is a Memorandum of Lease Purchase Agreement ("Memorandum") made and entered into as of this _____ day of January, 2024, by and between Ignacio School District No. 11-JT, a public school district and political subdivision of the State of Colorado (hereinafter "Landlord"), and the Town of Ignacio, a statutory town and political subdivision and body corporate of the State of Colorado (hereinafter "Tenant"), upon the following terms:

1. **Incorporation.** The provisions set forth in a written Lease Purchase Agreement between the parties hereto dated May 30, 2023 (the "LPA"), are hereby incorporated by reference into this Memorandum.
2. **Demised Premises.** The Demised Premises which are the subject of the LPA are more particularly described as follows: **See Attached Exhibit "A"**
3. **Commencement Date of LPA.** The LPA shall be deemed to have commenced **May 30, 2023**, as set forth within the terms of the LPA.
4. **Term.** The Term of the LPA shall be from May 30, 2023 through July 1, 2025 as stated in the LPA.
5. **Copies** of the LPA are in the possession of the Landlord and Tenant and reference should be made thereto for a more detailed description thereof and for resolution of any questions pertaining thereto. The addresses for Landlord and Tenant are as follows:

LANDLORD: Ignacio School District
PO Box 460
455 Becker St.
Ignacio, CO 81137

TENANT: Town of Ignacio
PO Box 459
540 Goddard Avenue
Ignacio, Colorado 81137

6. **Purpose.** It is expressly understood and agreed by all parties that the sole purpose of this Memorandum is to give record notice of the LPA by recording a true copy of this Memorandum in the real estate records of the La Plata County Clerk and Recorder; it being distinctly understood and agreed that the LPA constitutes the entire lease and purchase agreement between Landlord and Tenant with respect to the Demised Premises and is hereby incorporated by reference. The LPA contains and sets forth additional rights, terms, conditions, duties, and obligations not enumerated within this instrument which govern the LPA. This Memorandum is for information purposes only and nothing contained herein may be deemed in any way to modify or vary any of the terms or conditions of the LPA. In the event of any inconsistency between the terms of the LPA and this instrument, the terms of the LPA shall control. The rights and obligations set forth herein shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, representatives, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum pursuant to due authorization on the dates herein acknowledged.

[SIGNATURES ON NEXT PAGE]

LANDLORD: Ignacio School District No. 11-JT

By: _____

Name: Christopher W. deKay

Title: Superintendent

TENANT: Town of Ignacio

By: _____

Name: Clark Craig

Title: Mayor

STATE OF COLORADO)
) ss.
COUNTY OF LA PLATA)

The foregoing instrument was acknowledged before me this _____ day of January, 2024, by Christopher W. deKay, as Superintendent of IGNACIO SCHOOL DISTRICT NO. 11-JT, a public school district and political subdivision of the State of Colorado.

Witness my hand and official seal.

My Commission Expires: _____

Notary Public

STATE OF COLORADO)
) ss.
COUNTY OF LA PLATA)

The foregoing instrument was acknowledged before me this _____ day of January, 2024, by Mark Garcia as Town Manager of the TOWN OF IGNACIO, a statutory town and political subdivision of the State of Colorado.

Witness my hand and official seal.

My Commission Expires: _____

Notary Public



Application for a Special Event Permit

In order to qualify for a Special Event Permit, you MUST be Nonprofit AND one of the following:

- | | | | |
|--|---|--|---|
| <input checked="" type="checkbox"/> Social | <input type="checkbox"/> Athletic | <input type="checkbox"/> Religious Institution | <input type="checkbox"/> Philanthropic Institution |
| <input type="checkbox"/> Fraternal | <input type="checkbox"/> Political | <input type="checkbox"/> Political Candidate | <input type="checkbox"/> Municipality, County or Special District |
| <input type="checkbox"/> Patriotic | <input type="checkbox"/> Chartered Branch, Lodge or Chapter of a National Organization or Society | | |

Type of Special Event Applicant is Applying For:

☐ Fermented Malt Beverage

☒ Malt, Vinous and Spirituous Liquor

Name of Applicant Organization or Political Candidate: Friends of Ignacio Community Library

State Sales Tax Number (Required): _____

Mailing Address of Organization or Political Candidate: PO Box 886, Ignacio

Address of Proposed Location for Special Event: 470 Goddard Ave, Ignacio CO 81137

Name of Officer of Organization: Mary Kate Lehman Date of Birth: _____

Home Address: _____ Cell Phone: _____

Event Manager: Dorothy Williams Date of Birth: _____

Home Address: _____ Cell Phone: _____

Has Applicant Organization or Political Candidate been issued a Special Event Permit this Calendar Year?
☐ No ☒ Yes How Many Days? one

Are premises now licensed under the State liquor and beer code?
☒ No ☐ Yes ☐ To Whom? _____

Does the Applicant have possession or written permission for the use of the premises to be licensed? ☒ Yes ☐ No

List below the Exact Date(s) and Hours for which Application is being made for Permit

Date: 1-21-24 Hours: From 4-7 pm To: _____

Date: _____ Hours: From _____ To: _____

Date: _____ Hours: From _____ To: _____

Date: _____ Hours: From _____ To: _____

Oath of Applicant

I declare under penalty of perjury to the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

Signature: Mary Kate Lehman Title: President, FOL Date: 11-15-23

Report and Approval of Local Licensing Authority

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Article 5, C.R.S. as amended.

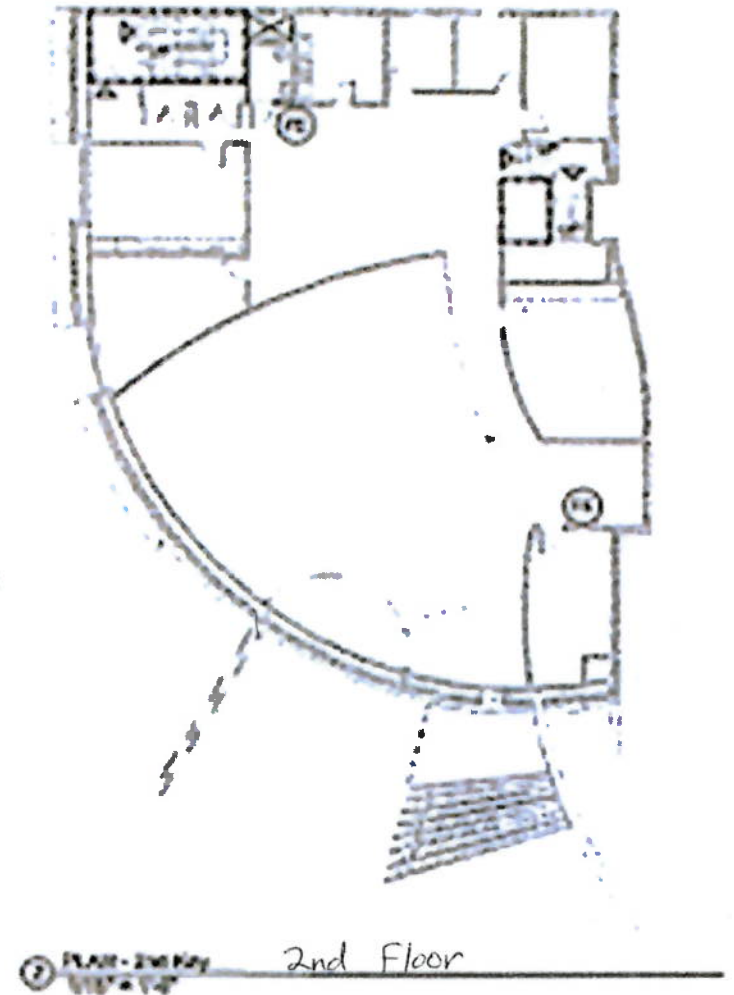
THEREFORE, THIS APPLICATION IS APPROVED.

Printed Name of Representative: _____ Title: _____

Signature of Representative of Town of Ignacio: _____ Date: _____

Mary Kate Lehman, President, Friends of ICL

Ignacio Community Library



★ No Liquor beyond Signs (4)



Ignacio Community Library
470 Goddard Avenue/PO Box 886
Ignacio, CO 81137
970-563-9287

To whom it may concern,

The non-profit group The Friends of the Ignacio Community Library has permission to host a Fundraiser Gala on January 21, 2024 at which they will serve hors-d'oeuvres, wine, and beer. A special event permit through the Town of Ignacio has been applied for in accordance with C.R.S. 44-5-102.

Marcia R Vining
Marcia Vining MLS
Library Director
970-563-9287
mvining@ignaciolibrary.org

OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

I, Jena Griswold, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

The Friends of the Ignacio Community Library

is a

Nonprofit Corporation

formed or registered on 07/03/2005 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 20051256772 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 11/09/2023 that have been posted, and by documents delivered to this office electronically through 11/13/2023 @ 12:00:19 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 11/13/2023 @ 12:00:19 in accordance with applicable law. This certificate is assigned Confirmation Number 15482361 .



Jena Griswold

Secretary of State of the State of Colorado

*****End of Certificate*****
Notice: A certificate issued electronically from the Colorado Secretary of State's website is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's website, <https://www.coloradosos.gov/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our website, <https://www.coloradosos.gov> click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."

NOTICE

**PURSUANT TO THE LIQUOR LAWS OF THE
STATE OF COLORADO,**

**Friends of Ignacio Community Library
PO Box 886, Ignacio, CO 81137**

**HAS REQUESTED THAT THE LICENSING
OFFICIALS OF THE TOWN OF IGNACIO
GRANT A **SPECIAL EVENT PERMIT FOR THE
IGNACIO COMMUNITY LIBRARY, 470
GODDARD AVENUE** TO DISPENSE MALT,
VINOUS AND SPIRITUOUS LIQUOR **ON
JANUARY 21, 2024, FROM 4:00PM TO
7:00PM.****

**IF YOU WOULD LIKE TO COMMENT ON THIS
PERMIT APPLICATION, PLEASE SUBMIT
YOUR WRITTEN COMMENTS TO TOWN OF
IGNACIO, PO BOX 459, IGNACIO, CO 81137
OR DROP THEM OFF AT 540 GODDARD AVE
IN IGNACIO. **ALL WRITTEN COMMENTS****

**MUST BE RECEIVED BY 5:00PM ON
JANUARY 3, 2024, FOR A PUBLIC HEARING
THAT WILL BE HELD ON JANUARY 8, 2024,
AT 6:00 PM AT THE ABEL F ATENCIO
COMMUNITY ROOM, 570 GODDARD
AVENUE. THIS PUBLIC HEARING WILL
ALSO BE AVAILABLE VIA REMOTE PUBLIC
MEETING. TO ACCESS THE MEETING
REMOTELY, LOG ONTO
<https://us06web.zoom.us/j/89006428221> OR
CALL 346 248 7799 AND KEY IN WEBINAR
ID 890 0642 8221.**

DATE OF APPLICATION: November 15, 2023

BY ORDER OF THE LIQUOR LICENSING AUTHORITY OF THE TOWN OF IGNACIO

RESOLUTION NO. 01-2024

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF IGNACIO, COLORADO REGARDING THE DESIGNATION OF PUBLIC POSTING LOCATIONS FOR POSTING MEETING NOTICES AND SETTING DATES FOR THE 2024 CALENDAR YEAR.

WHEREAS, the Colorado Open Meetings Law requires that all meetings at which the adoption of any proposed Town policy or other formal action be held only after full and timely notice to the public; and

WHEREAS, Section 24-6-402(2)(c) requires the Board of Trustees to designate a public place for posting notices of any such meeting; and

WHEREAS, the Town has been posting agenda notices both at the physical official public posting locations and on the Town's website for many years; and

WHEREAS, the Colorado Legislature passed House Bill 19-1087 with the intent "...that local governments transition from posting physical notices of public meetings in physical locations to posting notices on a website...to the greatest extent practicable"; and

WHEREAS, the Board of Trustees believes that posting notices on the Town website is an effective means of dissemination of information and provides convenience for certain residents; and

WHEREAS, the Board of Trustees will also designate public places within its boundaries for posting of full and timely notices to the public.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF IGNACIO, COLORADO THAT:

- 1) The Town Board of Trustees hereby designates the Town's Website as the official place for the posting of full and timely notice to the public (www.townofignacio.colorado.gov).
- 2) The Town Clerk shall also post such notices on the door of the Abel F. Atencio Community Room (570 Goddard Avenue) and at the Ignacio Community Library (470 Goddard Avenue), both located within the corporate boundaries of the Town.
- 3) All such notices, except those of emergency meetings, shall be posted at these designated places at least twenty-four hours prior to the holding of the respective meeting.
- 4) The regular meetings of the Town Board of Trustees shall be on the second Monday of each month at 6:00 PM in the Abel F. Atencio Community Room and via remote public meeting, unless timely notice is given of a change of meeting day or time.

ADOPTED THIS 8th DAY OF JANUARY, 2024.

Clark Craig, Mayor

Attest:

Tuggy Dunton, Town Clerk

ORDINANCE NO. 360

AN ORDINANCE OF THE TOWN OF IGNACIO, COLORADO, SETTING THE COMPENSATION TO BE PAID TO THE TRUSTEES AND MAYOR

WHEREAS, C.R.S. 31-4-109 requires that the rate of compensation for Trustees and the Mayor be set by Ordinance; and

WHEREAS, the Board of Trustees find that serving as Mayor or as a Trustee is demanding and requires the provision of a large amount of time and energy; and

WHEREAS, the Board desires to encourage persons to serve in the capacity of Mayor or Trustee, and the Board desires to encourage Trustees to attend meetings; and

WHEREAS, the compensation for Mayor and Trustee has not been adjusted since 1996; and

WHEREAS, the Board finds that the current amount paid to Trustees and the Mayor is inadequate to compensate these persons for the time and effort expended for the benefit of the Town.

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of the Town of Ignacio, Colorado:

1. Beginning in April 2024, and continuing for each month thereafter until amended, the compensation for any Trustee or Mayor elected at any regular election after April 2024 shall be \$150.00 per month for each Trustee for each regular meeting attended, and \$300.00 per month for the Mayor for each regular meeting attended.
2. Board Members and the Mayor shall be paid for all regular meetings attended, and they shall be paid for up to two (2) regular meetings not attended in any year; thereafter, there shall be no compensation paid for any regular meetings not attended in that year.
3. The compensation for Trustees whose terms expire in April 2026 shall not be changed until after the regular election for those positions in April 2026. The compensation for the Trustees elected at the regular election in April 2026 and thereafter shall be changed to the amounts provided herein beginning in April 2026.

PASSED, APPROVED, ADOPTED AND ORDERED PUBLISHED this 8th day of January, 2024.

TOWN OF IGNACIO, COLORADO

Clark Craig, Mayor

ATTEST:

Tuggy Dunton, Town Clerk

TOWN OF IGNACIO

FEE SCHEDULE 2024

Utility and General Fees

After Hours Call-Out	\$100.00/hour (1 hour minimum)
Banner Permit	\$50.00 (hanging and removal)
Business License:	\$30.00 for 2 FT employees / \$5.00 each additional
2 part time employees = 1 full time employee. Annual Renewal by Dec 31. Business location must be within Town Limits.	
Business Service License:	\$50.00 per year
For businesses with no physical location within Town Limits but that provide services to Town residents.	
License will be valid for one year from date of initial application.	
Cable Television	Initial fee \$1,000.00
Annual renewal not to exceed 5% of gross subscription receipts	
Community Room Use	\$30.00 per hour / \$200 per day
Copies	\$0.10/black & white, \$0.25/color
CORA Request	\$30.00 minimum (copies = \$0.20/pg, scan = \$1.00, printed & scanned = \$1.00 + data compilation time + copy fee)
Dog License Fixed: Annual Renewal by December 31	\$10.00
Dog License Unfixed/Intact: Annual Renewal by December 31	\$15.00
Fax Machine	\$1.00/fax
Late Fee	\$10.00/utility account
Liquor License Application New	\$750.00 to Town of Ignacio plus \$1,550.00 to State
Liquor License Occupational Tax (Hotel/Restaurant/Tavern)	\$250.00
Liquor License Occupational Tax (Retail Store)	\$150.00
Liquor License Premise Modification Fee	\$50.00
Liquor License Renewal (Hotel/Restaurant/Tavern)	\$75.00 + license fee & appropriate occupational tax
Liquor License Renewal (Retail Store)	\$22.50 + license fee & appropriate occupational tax
Local Liquor License Application Fee	\$75.00
Liquor Special Event Permit (alcohol by the drink)	\$100.00 – must be non-profit organization
Liquor Tastings Application	\$100.00 initial application; \$50.00 annual renewal
Notary Public/Witness	\$5.00
NSF Fee	\$35.00
Pawn Broker License	\$50.00, must be bonded for \$5,000.00
Public Record Copy Fee	\$0.25/page + time, \$25.00 per audio recording
Public Record Research Fee	\$30.00/hour
Reconnect Fee (10 th of each month)	\$50.00/utility account
Reconnect Fee for after Hours/Holidays/Weekends	\$100.00/utility account
Special Meter Reading (Out-of-Cycle)	\$30.00
Spider Box Rental (electricity at the Park)	\$40.00
Vendor Permit	\$5.00/day \$20/week \$40/month \$75/year
VIN Inspections	\$10.00
Yard Clean up Fee	\$75.00/hour + \$150/hour equipment fee

Court Costs and Fines

Court Costs	\$30.00
Deferred Sentence Fee	\$25.00
Failure to Appear Fine	\$50.00
Parking Tickets	\$25.00
Police Reports	\$5.00 + \$0.25/page, if more than 10 pages
Service of Papers	\$50.00

Land Use Fees and Fines

Annexation Process	\$1,500.00
Board of Adjustment Review	\$75.00
Commercial Subdivision Unimproved Sketch Plan Review	\$500.00
Commercial Subdivision Preliminary Plat	\$500.00
Commercial Subdivision Final Plat	\$500.00
Conditional Use Permit	\$75.00
Excavation & R-O-W Use Permit	\$25.00
Impact Fees: Per Residential Dwelling	\$1357.00 (Park)
	\$96.00 (Police)
	\$2010.00 (Street)
Impact Fees: Commercial per 1000 square feet	\$814.00 (Park)
	\$58.00 (Police)
	\$1200.00 (Street)
Research Fee: Charge per hour + Mailing & Copy Fee	\$15.00/hour
Residential Subdivision MINOR Sketch to Final Plat	\$700.00
Residential Subdivision MAJOR Sketch Plan Final Review	\$500.00
Preliminary Plat	\$500.00
Final Plat	\$500.00
Subsequent phases, each plat is engineering done in 1st phase	\$500.00
Subsequent phases, each plat if engineering review required	\$700.00
Solar Permit Application	\$25.00
Sign Permit Application	\$25.00
Special Use Review	\$75.00
Zoning: Rezoning request	\$300.00
Amendment of zoning text	\$75.00
OTHER: i.e. temporary land use, amended plat	\$50.00
FINE for non-compliance Muni Code Chapter II	
1st offense	\$50.00
2nd offense	\$100.00
3rd offense	Court Determined

TOWN OF IGNACIO

2024 UTILITY RATE SHEET

SUUD Plant Investment Fee (PIF)

WATER		GAS	
5/8"	\$9,109.00	Res (R275)	\$1,110.00
3/4"	\$12,969.00	Com 1 (R275)	\$2,206.00
1"	\$16,211.00	Com 2 (415)	\$2,759.00
1/2"	\$36,479.00	Com 3 (750)	\$3,306.00
2"	\$64,858.00	Com 4 (Turbine)	\$4,413.00
3"	\$145,821.00		
4" or larger tap: Negotiable			

Town of Ignacio Water and Gas Tap Fees

In Town		Out of Town
3/4"	\$1500.00	\$1,700.00
Inspection Fee for New Taps: \$50.00 per new service		
Water Meter - \$400.00 to \$7980.00, depending on size		
Gas Meter - \$300.00 to \$7,000.00 depending on required specifications		

Water Rates

	<u>In-Town</u>	<u>Out-of-Town</u>
Base Charge:	\$28.89 \$30.19	\$28.89 \$30.19
Minimum Usage:	1000 gallons	1000 gallons
Rate:	\$6.00 per thousand gallons plus 10% Loss Factor and 5% Capital Factor	
Hydrant Water Rate:	\$6.00/1,000 gallons	
RTS Fee:	\$28.89 \$30.19	

Gas Rates

	<u>In-Town</u>	<u>Out-of-Town</u>
Base Charge:	\$25.92 \$27.09	\$25.92 \$27.09
Gas Usage Charge:	Southern Ute Utilities Division Rate plus 10% (20%?)	
Standby Fee:	\$25.92 \$27.09	

Sewer Rates

SUUD PIF: \$10,936.00

Town of Ignacio Tap Fee: \$900.00
Town for Inspection Fee: \$50.00

	<u>In-Town</u>	<u>Out-of-Town</u>
Base Charge:	\$19.40 \$20.27	\$19.40 \$20.27
Rate:	\$52.20 per ERT (1 ERT = 3,000 gallons)	
*Note: Usage is based on prior year average winter monthly (Dec/Jan/Feb) water use and rate will be fixed for 12 months		
Standby Fee:	\$19.40 \$20.27	

Irrigation Rates

Town of Ignacio Tap Fee: \$237-1 inch; \$387-2 inch
Town for Inspection Fee: \$50.00

Rate: ~~\$27.50~~ \$28.70 (per month for six months)

Trash Rates

1 cart	\$12.10 (\$9.82 to Transit Waste + \$2.28 to Town)
2 carts	\$18.54 (\$9.82 + \$4.16 (for 2 nd polycart) + \$4.56 to Town)
3 carts	\$24.98 (\$9.82 + \$8.32 (for 2 nd & 3 rd polycart) + \$6.84 to Town)

Recycling Rates

64 Gallon Poly Cart: \$10.00

Note: This service is voluntary and customers must sign up at Town Hall.

RESOLUTION NO. 02-2024

A RESOLUTION SUMMARIZING BUDGETED REVENUES AND EXPENDITURES FOR ALL FUNDS AND ADOPTING A BUDGET FOR THE TOWN OF IGNACIO, COLORADO, FOR THE 2024 CALENDAR YEAR.

WHEREAS, the Ignacio Board of Trustees and Town staff have worked to prepare and submit the proposed budget of said governing body at the proper time, and;

WHEREAS, the Town Staff prepared a proposed budget and published notice of a public hearing to review the proposed 2024 Town of Ignacio budget, and;

WHEREAS, upon due and proper notice, the draft budget was presented during the published public hearing on October 9, 2023, and subject budget was available for public review at Town Hall during business hours, and;

WHEREAS, noticed work sessions with the Board of Trustees were completed to refine the budget and adjust revenues and expenditures in accordance with department and capital improvement needs, and;

WHEREAS, a final budget has been reviewed by the Board of Trustees and is now ready for adoption, and details estimated revenues and expenditures for all funds for the 2024 calendar year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF IGNACIO:

Section 1. Estimated expenditures for each fund are as follows:

General Fund	\$ 2,697,138
Capital Improvement Fund	\$ 2,392,338
Conservation Trust Fund	\$ 42,000
Economic Development Fund	\$ 2,231,560
Water Fund	\$ 326,214
Gas Fund	\$ 1,144,339
Sewer Fund	\$ 564,497
Irrigation Fund	\$ 46,730
Total	\$ 9,444,816

Section 2. Estimated revenues and beginning fund balances for each fund are as follows:

General Fund:

From sources other	
than General Property Tax	\$ 2,166,956
General Property Tax	\$ 39,491
Estimated Beginning Balance	\$ 1,967,617
Total	\$ 4,174,064

Capital Improvement Fund:

CIP Income/Project Funding	\$ 2,462,874
Interest	\$ 15,000
<u>Estimated Beginning Balance</u>	<u>\$ 861,544</u>
Total	\$ 3,339,418

Conservation Trust Fund:

Lottery Income	\$ 12,000
GOCO Grant	\$ 25,000
Interest	\$ 2,500
<u>Estimated Beginning Balance</u>	<u>\$ 106,116</u>
Total	\$ 145,616

Economic Development Fund:

Income	\$ 1,345,000
Interest	\$ 2,900
<u>Estimated Beginning Balance</u>	<u>\$ 563,342</u>
Total	\$ 1,911,242

Water Fund:

Fees	\$ 6,500
Transfer In	\$ 4,000
Metered Sales	\$ 294,135
Ready to serve fees	\$ 13,000
Reconnect fees	\$ 4,000
Tap Fees	\$ 7,600
Interest	\$ 1,000
<u>Estimated Beginning Balance</u>	<u>\$ 45,747</u>
Total	\$ 375,982

Gas Fund:

Gas sales residential	\$ 310,000
Gas sales commercial	\$ 205,000
Gas stand-by fee	\$ 11,900
Gas taxes	\$ 35,500
Tap Fees	\$ 6,500
Interest	\$ 4,000
DOLA-EIAF Gas Pipeline Grant	\$ 372,000
Transfer In	\$ 2,000
<u>Estimated Beginning Balance</u>	<u>\$ 260,401</u>
Total	\$ 1,207,301

Sewer Fund:

Tap Fees	\$	2,500
Sewage Collection	\$	528,987
Transfers In	\$	4,000
Other Income (Burns Ave)	\$	21,500
Other Income (Goddard Ave)	\$	62,945
Interest	\$	50
<u>Estimated Beginning Balance</u>	<u>\$</u>	<u>86,901</u>
Total	\$	706,883

Irrigation Fund:

Unmetered water	\$	44,083
Tap Fees	\$	600
Interest	\$	375
<u>Estimated Beginning Balance</u>	<u>\$</u>	<u>19,190</u>
Total	\$	64,248

Section 3. The budget as herein above summarized by fund, is hereby approved and adopted as the budget of the Town of Ignacio for the 2024 calendar year.

Section 4. The budget hereby approved and adopted shall be signed by the Mayor and made a part of the public records of the Town.

ADOPTED, this 8th day of January, 2024.

TOWN OF IGNACIO, COLORADO

Clark Craig, Mayor

ATTEST:

Tuggy Dunton, Town Clerk/Treasurer

GENERAL FUND REVENUES							
	<i>Draft</i>		2022 Actual	2023 Budget	2023 Estimates	2024 Budget	Notes
	Fund #100						
	GENERAL GOVERNMENT REVENUES						
	Taxes / Unrestricted County-State:						
	100.331100	Property Tax	38,956	41,600	41,600	39,491	1
	100.331120	Tribe Pmt in Lieu of Taxes	648	500	510	700	
	100.331200	Specific Ownership Tax	4,372	3,500	4,252	4,000	
	100.331310	Town Sales Tax	579,024	500,000	611,174	500,000	2
	100.331330	County Sales Tax	1,247,427	1,100,000	1,269,400	1,100,000	3
	100.331420	Cigarette Tax	1,216	1,500	1,658	1,200	
	100.331510	CO HUTF Highway Users	30,744	31,000	29,807	30,609	
	100.331520	LP Co Motor Vehicle License	4,058	5,000	3,433	5,000	
	100.331530	LP County Road & Bridge	3,101	3,000	3,922	3,500	
	100.331810	Severance Tax	73,519	5,000	36,846	37,000	4
	100.331820	Franchise Tax	790	500	551	600	
	100.331830	Co Fed Mineral Dist. Tax	16,865	10,000	12,463	13,000	5
	Total Taxes/Unrestricted County-State:		2,000,720	1,701,600	2,015,616	1,735,100	
	Licenses & Permits:						
	100.332100	Business License Fee	2,503	2,200	2,755	2,200	
	100.332110	Liquor License Fee	2,543	2,500	3,260	2,550	
	100.332210	Building Permit & Inspection Fee	6,883	5,200	13,723	5,200	
	100.332250	Vendor Permit Fee	75	200	-	75	
	100.332260	Animal License Fee	600	400	660	400	
	100.332270	Business Service License	3,520	3,000	3,400	3,000	
	100.332275	Excavation Permit Fee	10	-	485	-	
	100.332290	Other Permit Fee		100	300	450	
	Total Licenses and Permits:		16,134	13,600	24,583	13,875	
	Grants / Restricted Funds:						
	100.333150	State-Imposed Bag Fees		500	2,000	2,000	6
	100.333158	HIDTA	105,194	95,000	95,000	98,800	7
	100.333400	LGGF Gaming Grant	32,834	22,400	22,390	25,600	8
	100.333405	DS (Drug & Seizure) Monies	-	5,000	-	5,000	
	100.333530	Snow Removal	2,750	2,200	2,600	2,500	9
	100.333590	DOLA Coronavirus Relief Fund		-	-	-	
	100.333591	DOLA American Rescue Plan Act		228,226	228,226	-	10
	Total Grants / Restricted Funds:		140,778	353,326	350,216	133,900	
	Fines / Fees:						
	100.334110	Court Costs/Fines/Citations	410	1,000	580	1,000	
	100.334130	Plan / Zone Fees	-	1,500	100	1,500	
	100.334140	Reproduction Fees	-	20	-	20	
	100.334160	NSF Fees	385	100	245	175	
	100.334170	Notary Public Fees	30	100	60	100	
	100.334240	VIN Inspections	110	150	110	150	
	100.334250	Fingerprinting Commission			50	300	
	100.334400	Residential Trash	40,877	41,280	39,860	41,280	11
	100.334401	Recycling	5,080	5,760	5,490	5,760	12
	Total for Fines / Fees:		46,892	49,910	46,495	50,285	
	Other Income:						
	100.336040	Equipment Sales	8,010	-	-	-	
	100.336050	Misc. Income	70,942	100	400	100	

	GENERAL FUND REVENUES						
	<i>Draft</i>		2022 Actual	2023 Budget	2023 Estimates	2024 Budget	Notes
	Fund #100						
	100.336060	Police Department Reimbursemer	2,430	4,000	12,917	64,000	
	100.336061	School Resource Officers	144,000	151,200	151,200	158,687	13
	100.336100	Interest Income	27,598	10,000	90,408	50,000	
	100.336300	Building Space Rental	15	100	3,115	500	
		Total Other Income:	252,996	165,400	258,040	273,287	
	In House Transfers:						
	100.339100	Transfers In	-			-	
		Total In House Transfers In:	-	-	-	-	
	Total Administration Revenues & Transfers:		2,457,519	2,283,836	2,694,950	2,206,447	

	GENERAL FUND - ADMINISTRATION EXPENSES						
	<i>Draft</i>		2022 Actual	2023 Budget	2023 Estimates	2024 Budget	Notes
	Fund #100						
	Administration Expenses						
	Legislative:						
	100.411000.1150	Town Board Salaries	7,500	7,200	7,200	14,400	
	100.411000.2200	FICA	465	450	446	900	
	100.411000.2250	Medicare	109	104	105	209	
	100.411000.2500	Unemployment Insurance	15	14	15	29	
	100.411000.5800	Travel, Training, Meetings	3,085	4,000	6,420	4,000	
	100.411000.5810	Hosting Joint Meetings	652	1,500	-	1,500	
	100.411000.8500	Town Board Cost Allocation Offset	(2,025)	(1,960)	(1,960)	(2,500)	
		Total Legislative:	9,801	11,308	12,226	18,538	
	Judicial:						
	100.412000.3200	Professional Service - Judge	-	1,650	275	1,650	
	100.412000.5800	Travel, Training, Meetings	2,685	1,050		1,050	
		Total Judicial:	2,685	2,700	275	2,700	
	Elections:						
	100.414000.1105	Election Judges	1,000		-	1,200	
	100.414000.4600	Election Supplies	662		-	700	
		Total Elections:	1,662	-	-	1,900	
	Administration Salaries & Benefits:						
	100.415000.1100	Salaries Manager	-	87,360	80,565	136,510	
	100.415000.1101	Salaries Clerk/Treasurer	63,186	65,749	68,889	69,035	
	100.415000.1102	Salaries Deputy Clerk/Treasurer	40,384	45,864	46,462	48,152	
	100.415000.1103	Salaries Admin Assist/Fin Coord	46,970	58,710	48,970	70,410	
	100.415000.1200	Overtime	120	2,293	-	2,408	14
	100.415000.2100	Health Insurance	15,426	19,944	22,907	25,996	
	100.415000.2101	Life Insurance	62	67	87	101	
	100.415000.2102	Dental Insurance	798	912	912	456	
	100.415000.2103	Vision Insurance	95	120	155	120	
	100.415000.2104	Aflac	1,216	-	364	-	
	100.415000.2200	FICA	9,265	10,789	15,317	20,407	
	100.415000.2250	Medicare	2,167	2,503	3,582	4,734	
	100.415000.2300	Retirement	5,853	5,581	9,581	12,685	
	100.415000.2500	Unemployment Insurance	300	345	495	653	
		Total Administration Salaries & Benefits:	185,842	300,237	298,286	391,668	
	Administration Operating:						
	100.416000.2600	Workers Compensation Ins.	13,345	33,089	34,189	34,087	15
	100.416000.2700	Insurance / PC	15,192	39,065	40,584	55,740	16
	100.416000.3000	Contract Work	110,740	10,000	49,410	10,000	
	100.416000.3201	Legal Service - Attorney	6,658	15,000	25,223	15,000	
	100.416000.3203	Prof. Service - Audit	6,290	17,000	18,322	18,322	
	100.416000.4110	Utilities - Water	1,193	3,300	4,311	3,300	
	100.416000.4120	Utilities - Sewer	1,100	2,800	3,729	2,800	
	100.416000.4130	Utilities - Electric	2,253	7,500	4,776	7,500	
	100.416000.4150	Utilities - Gas	1,728	2,200	8,044	2,200	
	100.416000.4155	Irrigation Expense	130	3,607	165	3,607	
	100.416000.4160	Telephone	2,011	5,912	4,890	7,258	
	100.416000.4162	Cell Phone - AT&T	2,540	7,100	6,741	7,100	

	GENERAL FUND - ADMINISTRATION EXPENSES						
	<i>Draft</i>		2022 Actual	2023 Budget	2023 Estimates	2024 Budget	Notes
	Fund #100						
	100.416000.4164	IT Services & Maintenance	10,554	33,400	38,094	34,526	17
	100.416000.4165	Internet Line	625	2,315	6,145	9,315	
	100.416000.4166	IT Equipment & Supplies	1,735	15,000	4,261	23,174	18
	100.416000.4191	Recording Fees	284	400	23	400	
	100.416000.4304	Building R & M	283	2,500	2,106	2,500	
	100.416000.4444	Intergovernmental Payments	27,008	28,308	27,308	29,100	19
	100.416000.4950	Misc. Expense	25,222	1,200	3,473	1,200	
	100.416000.4951	Community Christmas	39	200	155	200	
	100.416000.4952	Community Support	856	1,000	1,690	1,000	
	100.416000.5400	Advertising / Public Notices	804	2,500	1,029	2,500	
	100.416000.5420	Cleaning Service	3,591	3,600	6,173	6,000	
	100.416000.5430	Office Equipment L & M	1,392	1,500	1,593	1,500	
	100.416000.5440	Publication Legal Notice	261	1,000	31	1,000	
	100.416000.5500	Printing Services	2,010	5,000	4,325	5,000	
	100.416000.5550	Bank Service Charges	958	1,500	2,486	1,500	
	100.416000.5600	Office Supplies	1,407	7,000	2,968	7,000	
	100.416000.5650	Operating Supplies	1,867	4,000	3,290	4,000	
	100.416000.5800	Travel, Training, Meetings	2,577	3,000	3,891	5,000	
	100.416000.5820	Special Events / Swag	2,760	2,000	684	2,000	
	100.416000.6150	Postage	674	4,500	6,050	4,500	
	100.416000.6260	Gas, Oil, Etc.	3,664	1,500	2,036	1,500	
	100.416000.6450	Membership Fees / Subscriptions	8,513	7,411	9,608	9,608	20
	100.416000.8501	Admin Sal & Ben/Gen Services Offset	(157,160)	(198,865)	(198,865)	(245,179)	
	100.416000.9000	Capital Outlay	324,945		11,279		21
	100.416000.9140	Transfer Out					
		Total Administration Operating:	427,385	76,542	140,217	74,259	
		Community Development:					
	100.419000.1104	Building Inspect/Code Enforcem					
	100.419000.1200	Overtime					
	100.419000.2100	Health Insurance					
	100.419000.2101	Life Insurance					
	100.419000.2102	Dental Insurance					
	100.419000.2103	Vision Insurance					
	100.419000.2104	Aflac					
	100.419000.2200	FICA					
	100.419000.2250	Medicare					
	100.419000.2300	Retirement					
	100.419000.2500	Unemployment Insurance					
	100.419000.2501	Prof. Services Planning Services	33,748	20,000	320	20,000	22
	100.419000.5650	Operating Supplies		500		500	23
	100.419000.5800	Travel, Training, Meetings		1,000	184	1,000	
	100.419000.6450	Membership Fees/Subscriptions		250		250	24
	100.419000.9140	Transfer Out		238,226	604,893	376,667	25
		Total Community Development:	33,748	259,976	605,397	398,417	
		Total Administration Expenses:	661,123	650,763	1,056,401	887,481	

	GENERAL FUND - PUBLIC SAFETY EXPENSES						
	<i>Draft</i>		2022 Actual	2023 Budget	2023 Estimates	2024 Budget	Notes
	Fund #100						
	Public Safety Salaries & Benefits:						
	100.420000.1106	Salaries Chief	122,307	118,851	125,780	124,800	
	100.420000.1107	Salaries Sergeant	95,128	93,558	105,033	98,238	
	100.420000.1108	Salaries Officers	361,607	357,344	336,039	375,232	26
	100.420000.1110	School Resource Officer	139,014	131,019	134,949	137,571	27
	100.420000.1180	P/T Clerk	2,234	2,312	2,968	2,427	
	100.420000.1200	Overtime	48,725	58,192	41,755	61,104	28
	100.420000.2100	Health Insurance	91,436	95,748	84,341	102,576	
	100.420000.2101	Life Insurance	281	302	281	281	
	100.420000.2102	Dental Insurance	6,720	6,660	6,960	1,368	
	100.420000.2103	Vision Insurance	852	876	924	180	
	100.420000.2104	Aflac	1,515	370	206	206	
	100.420000.2130	Legal Insurance	1,592	1,592	1,592	1,592	
	100.420000.2200	FICA	139	144	184	152	
	100.420000.2250	Medicare	10,471	11,039	10,546	11,591	
	100.420000.2350	Police Pension	49,690	55,283	55,283	73,325	
	100.420000.2450	Death & Disability	18,439	19,431	18,936	22,954	
	100.420000.2500	Unemployment Insurance	1,535	1,523	1,580	1,599	
	Total Public Safety Salaries & Benefits:		951,684	954,244	927,357	1,015,196	
			962,424				
	Public Safety Operating:						
	100.421000.3415	Clinic & Hospital	-	600	600	600	
	100.421000.4306	Vehicle R & M	3,837	7,000	4,421	7,000	
	100.421000.4444	Intergovernmental Payments	11,481	16,862	16,862	16,239	29
	100.421000.4950	Misc. Expense	47,001	300	300	300	
	100.421000.4980	Animal Control	-	300	-	300	
	100.421000.5420	Cleaning Service	634	585	1,089	585	
	100.421000.5650	Operating Supplies	8,491	10,000	10,107	14,829	30
	100.421000.5800	Travel, Training, Meetings	5,803	3,000	3,240	3,000	31
	100.421000.6110	Uniforms	3,527	3,000	1,629	3,000	
	100.421000.6140	Other DS Costs	364	-	-	-	
	100.421000.6160	Dispatch (Radio) Services	-	10,000	-	10,000	
	100.421000.6230	Firearm Supplies	1,202	1,500	104	1,500	
	100.421000.6260	Gas, Oil, Etc.	21,653	17,000	19,769	17,000	
	100.421000.6450	Membership Fees/Subscriptions	5,014	10,082	8,921	10,410	32
	100.421000.8400	Contributions to Institutions	100	200	-	200	
		General Services Cost Allocations	38,807				
	100.421000.9000	Capital Outlay		60,000	12,500	60,000	33
	100.421000.9010	Capital Outlay - Vehicles		40,000	-	164,000	34
	Total Public Safety Operating:		147,914	180,429	79,542	308,963	
	Total Public Safety Expenses:		1,099,598	1,134,673	1,006,899	1,324,158	

GENERAL FUND PUBLIC WORKS - PARKS EXPENSES							
	<i>Draft</i>		2022 Actual	2023 Budget	2023 Estimates	2024 Budget	Notes
	Fund #100						
	Public Works Salaries & Benefits:						
	100.430000.1109	Salaries Public Works Director	73,312	76,440	80,582	82,451	
	100.430000.1111	Salaries Foreman	51,803	52,250	55,276	57,054	
	100.430000.1112	Salaries Maintenance Worker I	81,257	-	41,837	-	
	100.430000.1113	Salaries Maintenance Worker II	31,567	132,787	95,465	143,790	
	100.430000.1200	Overtime	7,656	9,252	16,473	12,104	35
	100.430000.2100	Health Insurance	33,739	27,611	36,825	45,849	
	100.430000.2101	Life Insurance	143	168	168	168	
	100.430000.2102	Dental Insurance	807	912	912	936	
	100.430000.2103	Vision Insurance	95	120	120	132	
	100.430000.2104	Aflac	3,663	3,613	13,500	9,531	
	100.430000.2200	FICA	15,113	16,921	18,919	18,462	
	100.430000.2250	Medicare	3,535	3,926	4,425	4,283	
	100.430000.2300	Retirement	11,887	13,074	13,074	14,165	
	100.430000.2500	Unemployment Insurance	494	541	620	591	
	100.430000.2502	Enterprise Salary / Benefit Alloc.	-	(183,556)			
	Total Public Works Salaries & Benefits:		315,070	154,059	378,196	389,517	
	Public Works Operating:						
	100.431000.3000	Contract Work / Hydro Excavation	36,289	12,500	188		
	100.431000.3415	Clinic & Hospital	506	500	1,099	500	
	100.431000.3910	Residential Trash	25,798	32,910	34,435	33,000	36
	100.431000.3911	Recycle	3,920	5,400	6,210	5,500	
	100.431000.4130	Utilities - Electric	1,211	300	1,043	1,400	
	100.431000.4225	Rental Equipment / Supplies	4,140	1,000	873	1,000	
	100.431000.4300	Equipment R & M	10,071	12,000	27,125	15,000	
	100.431000.4304	Building R & M			147	200	
	100.431000.4306	Vehicle R & M	8,146	9,500	10,220	10,000	
	100.431000.4308	Bldg. & Prop. R & M	4,206	500	2,850	1,500	
	100.431000.4309	Mosquito Control	9,845	9,560	10,437	10,000	
	100.431000.4313	Street Repairs	21,528	50,000	59,083	50,000	37
	100.431000.4316	Street Lights - Electric	14,902	20,000	15,939	20,000	
	100.431000.4318	Street Signs	1,664	2,000	-	2,000	
	100.431000.4365	Seasonal Decorations	35	500	202	500	
	100.431000.4950	Miscellaneous Expense	4,266		14		
	100.431000.5600	Office Supplies	609	1,000	1,554	1,000	
	100.431000.5650	Operating Supplies			51	1,500	
	100.431000.5800	Travel, Training, Meetings	3,442	1,000	645	1,000	
	100.431000.6003	R & M Supplies	2,246	4,000	1,405	4,000	
	100.431000.6004	Tools	7,887	1,000	4,933	3,500	
	100.431000.6005	Shop Supplies		2,500	4,559	4,500	
	100.431000.6110	Uniforms	2,866	3,000	1,010	3,000	
	100.431000.6260	Gas, Oil, Etc.	17,550	14,000	16,854	20,000	
	100.431000.6450	Memberships / Subscriptions	-	1,000	438	600	38
	100.431000.6453	Flexible Spending Account (FSA)	-	764			
	100.431000.7450	Small Equip/Vehicle Purchases	5,331	5,000	3,535	5,500	39
	100.431000.8520	Enterprise Salary / Benefit Alloc.	(181,840)		(183,556)	(206,219)	
	100.431000.9010	Capital Outlay - Vehicles	44,945		125,700	80,000	40
	Total Public Works Operating:		49,563	189,934	146,993	68,981	
	Parks Expenses:						
	100.452000.1114	Salaries Seasonal Worker	(18)				
	100.452000.1200	Overtime					
	100.452000.2200	FICA					
	100.452000.2250	Medicare					
	100.452000.2500	Unemployment Insurance					
	100.452000.6003	R & M Supplies	2,168	1,000	3,621	2,000	
	100.452000.7110	Grounds Improvement / Tree Care	15,000	22,500	24,740	22,500	
	100.452000.7180	Trails	-	2,500	-	2,500	
	Total Parks Operating:		17,150	26,000	28,361	27,000	
	Total Public Works and Parks Expenses:		381,783	369,993	553,550	485,498	

GENERAL FUND SUMMARY				
<i>Draft</i>	2022 Actual	2023 Budget	2023 Estimates	2024 Budget
Fund #100				
BEGINNING FUND BALANCES	1,574,503	1,916,515	1,889,518	1,967,617
Total Gen Fund Revenues & Transfers In:	2,457,519	2,283,836	2,694,950	2,206,447
Administration Expenses	661,123	646,313	1,056,401	887,481
Public Safety Expenses	1,099,598	1,134,673	1,006,899	1,324,158
Public Works and Parks Expenses	381,783	369,993	553,550	485,498
Total Gen Fund Expenses & Transfers Out	2,142,504	2,150,979	2,616,851	2,697,138
Total General Fund Net Revenues	315,015	132,857	78,099	-490,691
ENDING FUND BALANCE	1,889,518	2,049,372	1,967,617	1,476,927
TABOR Reserve (3% of Expenditures)	64,275	64,529	78,506	80,914
Unallocated Operating Reserve	1,825,243	1,984,843	1,889,112	1,396,013
TOTAL ENDING FUND BALANCE	1,889,518	2,049,372	1,967,617	1,476,927

	CAPITAL IMPROVEMENT FUND						
	<i>Draft</i>		2022 Actual	2023 Budget	2023 Estimates	2024 Budget	Notes
	Fund #300						
	REVENUES						
	Grants / Restricted Funds						
	300.333000						
	300.333001	DOLA DOH IHOI - RC		2,600,000		1,566,000	41
	300.333002	DOLA EIAF- BSD Construct		199,998	32,124	167,874	42
	300.333415	Sales Tax Revenue	289,512	250,000	360,769	300,000	43
	300.333500	Add'l Grants / Monies			50,000	250,000	44
	300.333501	LPC Tribal Consistency - RC		700,000		179,000	45
	Total Grants / Restricted Funds:		289,512	3,749,998	442,893	2,462,874	
	Other Income:						
	300.336100	Interest Income	6,311	2,500	22,500	15,000	
	Total Other Income:		6,311	2,500	22,500	15,000	
	In House Transfers:						
	300.339100	Transfer In			100,000		46
	Total In House Transfers:		-	-	100,000	-	
	Total Capital Fund Revenues		295,823	3,752,498	565,393	2,477,874	
	EXPENSES						
	Capital Improvement:						
	300.930000.3204	Prof Svs - Engineer/Consultant	7,004	100,000	12,129	125,000	47
	300.930000.6010	Sidewalk R & M			160,843	48,157	48
	300.930000.9202	Project / Labor Match	7,663	-	-	200,000	49
	300.930000.9231	Capital Projects - BSD			74,541	325,459	50
	300.930000.9232	Capital Projects - RC	18,184	4,150,000	151,278	1,693,722	51
	Total Capital Improvement Expenses		32,851	4,250,000	398,791	2,392,338	
	Capital Improvement Fund Beginning Balance		431,969	655,942	694,941	861,544	
	Revenues		295,823	3,752,498	565,393	2,477,874	
	Expenses		32,851	4,250,000	398,791	2,392,338	
	ENDING FUND BALANCE		694,941	158,440	861,544	947,080	
	<i>Restricted Operating Reserve</i>		<i>694,941</i>	<i>158,440</i>	<i>861,544</i>	<i>947,080</i>	
	Capital Improvement Fund Total Ending Balance:		694,941	158,440	861,544	947,080	

	CONSERVATION TRUST FUND						
	<i>Draft</i>		2022 Actual	2023 Budget	2023 Estimates	2024 Budget	Notes
	Fund #400						
	REVENUES						
	Grants / Restricted Funds:						
	400.333100	GOCO Grant		72,000	-	25,000	52
	400.333580	Lottery Funds	10,897	8,400	11,980	12,000	
	Total Grants / Restricted Funds:		10,897	80,400	11,980	37,000	
	Other Income:						
	400.336100	Interest Income	1,266	400	4,057	2,500	
	Total Other Income:		1,266	400	4,057	2,500	
	Total Conservation Trust Fund Revenue		12,163	80,800	16,037	39,500	
	EXPENSES						
	Conservation Trust:						
	400.700452.9000	GOCO Grant Expenditure	-	120,000	-	42,000	53
	Total Conservation Trust Fund Expenses		-	120,000	-	42,000	
	Conservation Trust Fund Beginning Fund Balance		77,916	69,162	90,079	106,116	
		Revenues	12,163	80,800	16,037	39,500	
		Expenses	-	120,000	-	42,000	
	CTF Ending Fund Balance		90,079	29,962	106,116	103,616	
	Conservation Trust Fund Total Ending Balance:		90,079	29,962	106,116	103,616	

	ECONOMIC DEVELOPMENT FUND						
	<i>Draft</i>		2022 Actual	2023 Budget	2023 Estimates	2024 Budget	Notes
	Fund #500						
	REVENUES						
	Grants / Restricted Funds:						
	500.333851	DOLA Grants	48,547			25,000	54
		Other grant				25,000	55
		DOLA DOH IHOI				434,000	56
	500.333501	LPC Tribal Consistency				511,000	57
		REDI Grant				150,000	58
		DOLA RHA Capacity Grant				200,000	59
	Total Grants / Restricted Funds:		48,547	-	-	1,345,000	
	Other Income:						
	500.336100	Interest Income	1,392	2,784	5,686	2,900	
	Total Other Income:		1,392	2,784	5,686	2,900	
	In House Transfers:						
	500.339100	Transfers In		238,226	494,893	366,667	60
	Total In House Transfers:		-	238,226	494,893	366,667	
	Total Economic Development Fund Revenues		49,939	241,010	500,579	1,714,567	
	EXPENSES						
	500.500463.3207	Planning Grants	-	10,000		75,000	61
		REDI Grant pass thru				150,000	62
		RHA Cap Grant pass thru				200,000	63
	500.500463.9232	Rock Creek Development				1,073,226	64
	500.500463.6454	Transfer Out		10,000			
	500.500463.9202	Project/Labor Match		228,226	-		
	500.500463.6456	ELHI Property			652	733,334	65
	Total		-	248,226	652	2,231,560	
	Total Economic Development Fund Expenses		-	248,226	652	2,231,560	
	Economic Development Fund Beginning Balance		13,476	60,663	63,415	563,342	
		Revenues	49,939	241,010	500,579	1,714,567	
		Expenses	-	248,226	652	2,231,560	
	Ending Fund Balance		63,415	53,447	563,342	46,349	
	Economic Development Fund Total Ending Balance:		63,415	53,447	563,342	46,349	

	WATER FUND						
	<i>Draft</i>		2022 Actual	2023 Budget	2023 Estimates	2024 Budget	Notes
	Fund #610						
	REVENUES						
	Fines / Fees / Utilities:						
	610.334120	Late Fees	10,482	6,000	6,480	6,500	
	610.334419	Reconnect Fees	4,700	1,500	4,420	4,000	
	610.334420	Metered Water Sales	261,475	286,000	260,727	294,135	
	610.334430	Tap Fees	3,450	7,600	8,600	7,600	
	610.334440	Ready to Serve Fees	11,953	13,000	11,144	13,000	
	610.334495	Special Meter Read			25		
		Total Fines / Fees / Utilities:	292,060	314,100	291,396	325,235	
	Other Income:						
	610.336100	Interest Income	464	100	2,326	1,000	
		Total Other Income:	464	100	2,326	1,000	
	In House Transfers:						
	610.339100	Transfers In		4,000	4,000	4,000	66
		Total In House Transfers:	-	4,000	4,000	4,000	
		Total Water Revenue	292,524	318,200	297,722	330,235	
	EXPENSES						
	Water Operations:						
	610.610416.3000	Contract Work / Hydro Excavation	2,480	1,000	-	1,000	
	610.610416.3204	Prof. Service - Engineer	-	1,000	-	1,000	
	610.610416.5800	Training, Travel & Meetings	2,632	3,000	6,837	3,000	
	610.610416.5901	Enterprise Salary & Benefit Allocation	95,297	101,771	101,771	119,353	
	610.610416.5902	Enterprise General Services Allocation	20,752	21,645	21,645	26,086	
	610.610416.6003	R & M Supplies	28,025	25,000	29,974	25,000	
	610.610416.6004	Tools	162	2,500	1,284	2,500	
	610.610416.6025	Water Tests	2,172	3,000	1,843	3,000	
	610.610416.6100	Purchased Water	124,307	150,000	129,640	145,000	67
	610.610416.6450	Membership Fees/Subscriptions	523	275	1,387	275	
	610.610416.7450	Small Equipment Purchases					
	610.610416.9000	Capital Outlay					
	610.610416.9010	Capital Outlay - Vehicles	1,087				
		Total Water Operations:	277,436	309,191	294,381	326,214	
		Total Water Expenses	277,436	309,191	294,381	326,214	
		Water Fund Beginning Fund Balance	44,652	14,727	42,406	45,747	
		Revenues	292,524	318,200	297,722	330,235	
		Expenses	277,436	309,191	294,381	326,214	
		Water Fund Subtotal	59,739	23,736	45,747	49,769	
		Water Fund Total Ending Balance:	42,406	23,736	45,747	49,769	

	GAS FUND						
	<i>Draft</i>		2022 Actual	2023 Budget	2023 Estimates	2024 Budget	Notes
	Fund #620						
	REVENUES						
	Fines / Fees / Utilities:						
	620.334412	Gas Residential	365,451	305,000	439,976	310,000	
	620.334413	Gas Commercial	197,437	150,000	254,239	205,000	
	620.334415	Gas Stand-By Fees	11,715	11,700	12,286	11,900	
	620.334430	Tap Fees	3,562		6,374	6,500	
	620.334470	Gas Taxes	35,214	35,000	42,946	35,500	
		Total Fines / Fees / Utilities:	613,380	501,700	755,821	568,900	
	Other Income:						
	620.333003	DOLA-EIAF Gas Pipeline Grant				372,000	68
	620.336050	Misc Income		-			
	620.336100	Interest Income	1,726	450	7,148	4,000	
		Total Other Income:	1,726	450	7,148	376,000	
	In House Transfers:						
	620.339100	Transfers In		4,000	2,000	2,000	69
		Total In House Transfers:	-	4,000	2,000	2,000	
		Total Gas Fund Revenue	615,106	506,150	764,969	946,900	
	EXPENSES						
	Gas Fund Operations:						
	620.620416.3000	Contract Work / Hydro Excavation	2,758	1,000	5,507	1,000	
	620.620416.3204	Prof. Service - Engineer			1,560	1,000	
	620.620416.3410	CDOT Physicals, Drug Tests	-	500	-	500	
	620.620416.4300	Equipment R & M	-	3,000	31	3,000	
	620.620416.4306	Vehicle R & M	-	1,500	126	1,500	
	620.620416.4950	Misc Exp - depreciation/net change	168,308	500	20	500	
	620.620416.5800	Travel, Training, Meetings	3,119	3,000	4,099	3,000	
	620.620416.5901	Enterprise Salary & Benefit Allocation	102,104	101,771	101,771	119,353	
	620.620416.5902	Enterprise General Services Allocation	20,407	21,645	21,645	26,086	
	620.620416.6003	R & M Supplies	19,552	20,000	5,621	20,000	
	620.620416.6004	Tools	7,025	2,500	2,415	2,500	
	620.620416.6210	Natural Gas Purchases	292,890	275,000	383,989	295,000	70
	620.620416.6220	Gas Sales Tax	19,542	20,000	35,852	45,000	
	620.620416.6250	Energy Outreach Colorado	1,019	1,700	1,691	1,700	71
	620.620416.6260	Gas, Oil, Etc.	2,200	4,000	4,751	4,000	
	620.620416.6450	Membership Fees / Subscriptions	1,986	200	1,968	200	
	620.620416.8400	Contribution					
	620.620416.9000	Capital Outlay - Gas Line				620,000	72
	620.620416.9010	Capital Outlay - Vehicle	44,945				73
	620.620416.9140	Transfer Out					
		Total Gas Fund Operations:	685,854	456,316	571,046	1,144,339	
		Total Gas Fund Expenses & Transfers	685,854	456,316	571,046	1,144,339	
		Gas Fund Beginning Fund Balance	137,226	73,955	66,478	260,401	
		Revenues	615,106	506,150	764,969	946,900	
		Expenses	685,854	456,316	571,046	1,144,339	
		Gas Fund Subtotal	66,478	123,789	260,401	62,962	
		Gas Fund Total Ending Balance:	66,478	123,789	260,401	62,962	

	SEWER FUND						
	<i>Draft</i>		2022 Actual	2023 Budget	2023 Estimates	2024 Budget	Notes
	Fund #630						
	REVENUES						
	Fines / Fees / Utilities:						
	630.334430	Tap Fees	1,850	2,500	4,300	2,500	
	630.334460	Sewage Collection	592,870	550,000	523,802	528,987	
		Total Fines / Fees / Utilities:	594,720	552,500	528,102	531,487	
	Other Income:						
	630.336000	Other Income - Burns Avenue		27,500	6,000	21,500	74
		Other Income - Goddard Avenue		47,500	67,431	62,945	75
	630.336100	Interest Income	1	100	10	50	
		Total Other Income:	1	75,100	73,442	84,495	
	In House Transfers:						
	630.339100	Transfer In		2,000	4,000	4,000	76
		Total In House Transfers:	-	2,000	4,000	4,000	
		Total Sewer Operating Revenue	594,721	629,600	605,544	619,982	
	EXPENSES						
	Sewer Operations:						
	630.630416.3000	Contract Work / Hydro Excavation	2,480	1,000	-	1,000	
	630.630416.3204	Prof. Service - Engineer/Filming	-	1,000	-	1,000	
		Depreciation	16,255				
	630.630416.5800	Travel, Training, Meetings	-	500	-	500	
	630.630416.5901	Enterprise Salary & Benefit Allocati	94,918	91,759	91,759	108,104	
	630.630416.5902	Enterprise General Services Allocat	10,376	10,822	10,822	13,043	
	630.630416.6003	R & M Supplies	7,608	25,000	1,898	25,000	
	630.630416.6004	Tools	-	500	830	500	
	630.630416.6240	SUIT - Treatment	362,960	400,000	332,202	375,000	77
	630.630416.6450	Membership Fees / Subscriptions	333	350	367	350	
	630.630416.6452	Reimbursable Exp (Burns Ave Proj)	25,700		-	-	78
	630.630416.6452	Reimbursable Exp (Goddard Ave Proj)		50,000	166,935	40,000	79
	630.630416.7450	Small Equipment Purchases					
	630.630416.9010	Capital Outlay - Vehicles	3,688				80
		Total Sewer Operations	524,317	580,931	604,813	564,497	
		Total Sewer Fund Expense:	524,317	580,931	604,813	564,497	
		Sewer Fund Beginning Fund Balance	193	-	86,171	86,901	
		Revenues	594,721	629,600	605,544	619,982	
		Expenses	524,317	580,931	604,813	564,497	
		Sewer Fund Subtotal	70,598	48,669	86,901	142,386	
		Sewer Fund Total Ending Balance:	86,171	48,669	86,901	142,386	

	IRRIGATION FUND						
	<i>Draft</i>		2022 Actual	2023 Budget	2023 Estimates	2024 Budget	Notes
	Fund #640						
	REVENUES						
	Fines / Fees / Utilities:						
	640.334430	Tap Fees	574	600	574	600	
	640.334480	Irrigation Water Charges	39,736	44,000	42,158	44,083	
		Total Fines / Fees / Utilities:	40,310	44,600	42,732	44,683	
	Other Income:						
	640.336100	Interest Income	181	100	541	375	
		Total Other Income:	181	100	541	375	
	In House Transfers:						
	640.339100	Transfer In					
		Total In House Transfers:	-	-	-	-	
		Total Irrigation Fund Revenue	40,491	44,700	43,272	45,058	
	EXPENSES						
	Irrigation Operations:						
	640.640416.3000	Contract Work / Hydro Excavation	-	2,000	-	500	
	640.640416.3204	Prof. Service - Engineer	-	500	-	500	
	640.640416.4130	Utilities - Electric (Pumphouse)		258	433	258	
	640.640416.4315	BIA Water Rights	3,459	3,500	3,607	3,600	81
	640.640416.5400	Advertising/Public Notices			-		
	640.640416.5901	Enterprise Salary & Benefit Allocation	23,893	28,679	28,679	34,155	
	640.640416.5902	Enterprise General Services Allocation	4,150	4,329	4,329	5,217	
	640.640416.6003	R & M Supplies	4,508	5,000	2,303	2,500	
	640.640416.9000	Capital Outlay - Infrast. Impr. Proj.					
		Total Irrigation Operations:	36,011	44,266	39,351	46,730	
		Total Irrigation Fund Expenses	36,011	44,266	39,351	46,730	
		Irrigation Fund Beginning Fund Balance	10,373	13,715	15,269	19,190	
		Revenues	40,491	44,700	43,272	45,058	
		Expenses	36,011	44,266	39,351	46,730	
		Irrigation Fund Subtotal	14,853	14,149	19,190	17,518	
		Irrigation Fund Total Ending Balance:	15,269	14,149	19,190	17,518	

2024 FUNDS SUMMARY				
<i>Draft</i>	Estimated Beginning Fund Balance	2024 REVENUES	2024 EXPENSES	Estimated Ending Fund Balance
FUND				
General	1,967,617	2,206,447	2,697,138	1,476,927
Capital Improvement	861,544	2,477,874	2,392,338	947,080
Conservation Trust	106,116	39,500	42,000	103,616
Economic Development	563,342	1,714,567	2,231,560	46,349
Total Governmental Funds	3,498,618	6,438,388	7,363,036	2,573,970
ENTERPRISE				
Water	45,747	330,235	326,214	49,769
Gas	260,401	946,900	1,144,339	62,962
Sewer	86,901	619,982	564,497	142,386
Irrigation	19,190	45,058	46,730	17,518
Total Enterprise Funds	412,240	1,942,175	2,081,780	272,634
TOTAL ALL FUNDS:	3,910,858	8,380,564	9,444,816	2,846,605

Draft

Note #	BUDGET NOTES
1	2022 mill levy was 4.448. 2023 mill levy is 4.783. 2024 milly levy will be 4.841.
2	Town sales tax rate is 2%.
3	Town receives 3.55% of the 2% La Plata County sales tax.
4	Annual DOLA payment for nonrenewable natural resources in Colorado that are removed from the earth like oil, gas, coal, etc.
5	Annual Federal Mineral Lease non-bonus payment.
6	Collection fee began in 2023 and can not be waived: Town 60% and store 40%. The Town's allotment is to be used for enforcement, recycle, compost.
7	Grant funding for one (1) full-time officer including salary, benefits and overtime hours.
8	Local Government Limited Gaming Impact Grant.
9	Snow removal compensation from CDOT and Library.
10	ARPA funds must be obligated no later than the end of 2024, and fully expended no later than the end of 2026.
11	Residential trash billing revenue.
12	Residential recycling billing revenue.
13	Reimbursement from Ignacio School District for two (2) School Resource Officers.
14	Overtime calculated at 5% of Deputy Clerk's salary.
15	CIRSA Worker's Compensation Insurance for Town and Enterprise Funds.
16	CIRSA Property & Casualty Insurance for Town and Enterprise Funds.
17	IT for Town Administration, Public Safety, Public Works and Enterprise Funds: Google license \$1617/yr, Sensus meter reader \$1950/yr, BMS \$10,259/yr, server configuration and mtc (1725*12.)
18	2023: New server (currently share 2 but want 1 big one) + firewall + switches + internet router; 2024: Comm Rm Audio Visual equip \$20K and 2 Admin workstations \$7935.15/ea.
19	2022: SoCoCAA \$15,000, Axis \$1000, Comm Conn \$2500, Homesfund \$1808, ICD \$5000, SASO \$2700; 2023-2024: SoCoCAA \$18,000, Axis \$1000, Comm Conn \$2500, HF \$1808/2600, ICD \$5000.
20	CML, R9, La Plata Economic Alliance, RHA, Ignacio Chamber of Commerce, POB renewal, IIMC, CMCA, Durango Herald, Fort Lewis CSBDC, CCCMA, Amazon Prime.
21	2022: Goddard Avenue lot purchases; 2023: HP Printer purchase from Imagenet Consulting LLC.
22	Contract Planning Services.
23	Census materials.
24	Colorado/International Code Council Membership (building inspection duties/support and training for Garry.)
25	2023: Transfer Out \$228,226 ARPA (\$100K CIP, \$128,226 ECD), \$366,667 to ECD for ELHI purchase, \$10K to be distributed to Water, Gas and Sewer for tap fee waivers as needed in the respective amounts \$4K, \$4K, \$2K; 2024: Transfer Out to ECD \$366,667 ELHI purchase and \$10K to Water, Gas and Sewer for tap fee waivers.
26	Salaries for five (5) full-time officers with one position funded through HIDTA.
27	Two School Resource Officers for Ignacio School District (approximate 5% increase each year.)
28	Overtime is calculated at 10% of sergeant's and officers' salaries.
29	2022: IGA Detox and Youth Services Contributions; 2023: IGA Detox, La Plata Youth Services and SASO; 2024: IGA Detox \$5439.19, La Plata Youth Services \$8800, SASO \$2000.
30	2024: Operating Supplies includes additional \$4829 for 6 taser upgrades to be paid annually for 5 years.
31	99% of Public Safety Travel, Training and Meetings are reimbursed by grant monies annually which can be seen in General Revenue portion of budget.
32	RMS eForce, CCNC, Wolfcom, Lexipol, CPPA, NTOA, Sams Club, Justice Clearinghouse, and Colorado Association of Chiefs (CACP) \$from \$250 to \$430, Axon added in 2023 \$3916.80 for cloud-based storage of body cam information.
33	Public Safety Department 2023: Body Armour Vests; 2024: \$60K radios - chief secured grant to be fully reimbursed.
34	Public Safety has budgeted for vehicles since 2022 w/o purchasing any. In 2024, PS will buy three \$43K/each trucks and the required accessories for each.
35	Overtime is calculated at 5% of salaries except PW Director who is exempt (exceptions approved by Town Manager.)
36	Trash hauling fees charged to the Town.
37	Street paving, patching, crack sealing.
38	Environmental Systems Research Institute (ESRI) gis mapping.
39	2022: Used trucks expensed to Gen, Water & Sewer Funds equally; 2023: Space heater and jack hammer purchases.
40	2022: Vac Truck purchase split \$45K General Fund and \$45K Gas Fund; 2023: Mini Excavator \$117,700 and Jet Rodder \$8K; 2024: Vehicle/Truck purchase.
41	2023: DOLA Division of Housing (DOH) IHOI Rock Creek Grant request for \$2.6M; 2024: DOH IHOI approved \$2M of the \$2.6M. \$1.566K in CIP for Rock Creek infrastructure and \$434K to ECD Fund.
42	2023-2024: DOLA Browning Storm Drain Project construction grant \$199,998K with \$100,000 in Town Match plus in-kind match.
43	Beginning July 2018, sales tax revenue of 1% restricted for Capital Improvement Projects.

Note #	BUDGET NOTES
44	2023: \$50K LPEDA Alliance Catalyst Fund Grant for engineering and design on Rock Creek; 2024: \$50K La Plata County for improved design on CR320, \$200K CDOT Revitalizing Main Street Grant.
45	2023: \$700K La Plata County Tribal Consistency Grant; in 2024 LPC TBC approved for \$690K (\$179 in CIP for Rock Creek infrastructure funding and \$511 to ECD) - no match required.
46	2023: \$100K of ARPA money for RC infrastructure.
47	2023: CR320A design and engineering with \$50K from LPC and Town; 2024: \$100K CR320A design and engineering, \$25K other professional services.
48	2023-2024: \$150K sidewalk improvements increased to \$209K with TB approval 4/10/23, CDOT does work and Town pays.
49	2022: Final Goddard Becker Crosswalk expenses; 2024: \$200K from CDOT to revitalize Main (Goddard) Street.
50	2023-2024: Browning Storm Drain Project (with DOLA \$199,998 + TOI \$100K) - \$75K in 2023 and \$225K in 2024.
51	2023-2024: DOH approved \$2M in grant funding. \$1.566M DOH, \$179K LPC, \$100K TOI match for RC CIP infrastructure.
52	GOCO Planning Grant request for Ben Nighthorse Campbell Park (60%/40% funding match.)
53	GOCO Grant expenditure line for Ben Nighthorse Campbell Park.
54	2022: DOLA Broadband and Housing Study Grant monies for 2021; 2024: \$25K DOLA Admin Grant for Downtown Planning.
55	2024: \$25K CDPHE (CO Dept of Public Health & Environment) ELHI Grant.
56	2024: \$434K of DOLA DOH IHOI monies for RC development.
57	2024: \$511K LPC Tribal Consistency Housing monies for RC development.
58	2024: The Town is the local agency for \$150K DOLA REDI Grant (money the town can receive for a local nonprofi.) Earmarked for Dancing Spirit construct. See 150K pass-thru below.
59	2024: The Town is the local agency for \$200K DOLA RHA Capacity Grant. See pass-thru below.
60	2023: Transfer In from General Fund \$128,226 ARPA, and \$366,667 for ELHI; 2024: \$366,667 for ELHI.
61	2023: University of CO Technical Assistance Program; 2024: DOLA Admin and TOI exp/match, CDPHE for ELHI.
62	REDI Grant pass-thru.
63	RHA Capacity Grant pass-thru.
64	2024: \$511K LPC Tribal Consistency Housing monies for RC development, \$434K DOLA DOH IHOI and TOI match, \$128,226 ARPA restricted funds for affordable housing groundbreak (100k arpa went to cip) .
65	2023: ELHI maintenance; 2024: ELHI lease/purchase installment #1 and #2 of 3.
66	2023-2024: Transfer In \$4K from GF for potential tap fee waivers.
67	Purchased water expense from Southern Ute Utility Department.
68	2024: DOLA-EIAF Gas Pipeline Grant.
69	2023 and 2024: Transfer In \$4K from GF for potential tap fee waivers.
70	Natural gas purchases from Southern Ute Utility Department.
71	Energy Outreach contributions for low income customer gas bill payment assistance.
72	2024: Capital Outlay - Gas Pipeline project.
73	2022 Vac Truck purchase to be split as follows: \$45K General Fund and \$45K Gas Fund.
74	4Q2022-2024: Burns Ave sewer services replacement expenses to be reimbursed by residents within one year of being invoiced by the Town.
75	2023-2024: Goddard Ave sewer services replacement expenses to be reimbursed by residents within one year of being invoiced by the Town.
76	2023-2024: Transfer in \$2K from GF for potention tap fee waivers.
77	Wastewater treatment cost from Southern Ute Utility Department.
78	2022-2024: Burns Ave project \$27.5K expenses to be reimbursed by 3 resident accounts within one year of being invoiced by the Town.
79	2023-2024: Goddard Sewer services replacements. Resident accounts to reimburse Town expense within one year of being invoiced by the Town.
80	2022: Half of PW used trucks purchase.
81	Raw water irrigation charge from the Bureau of Indian Affairs.

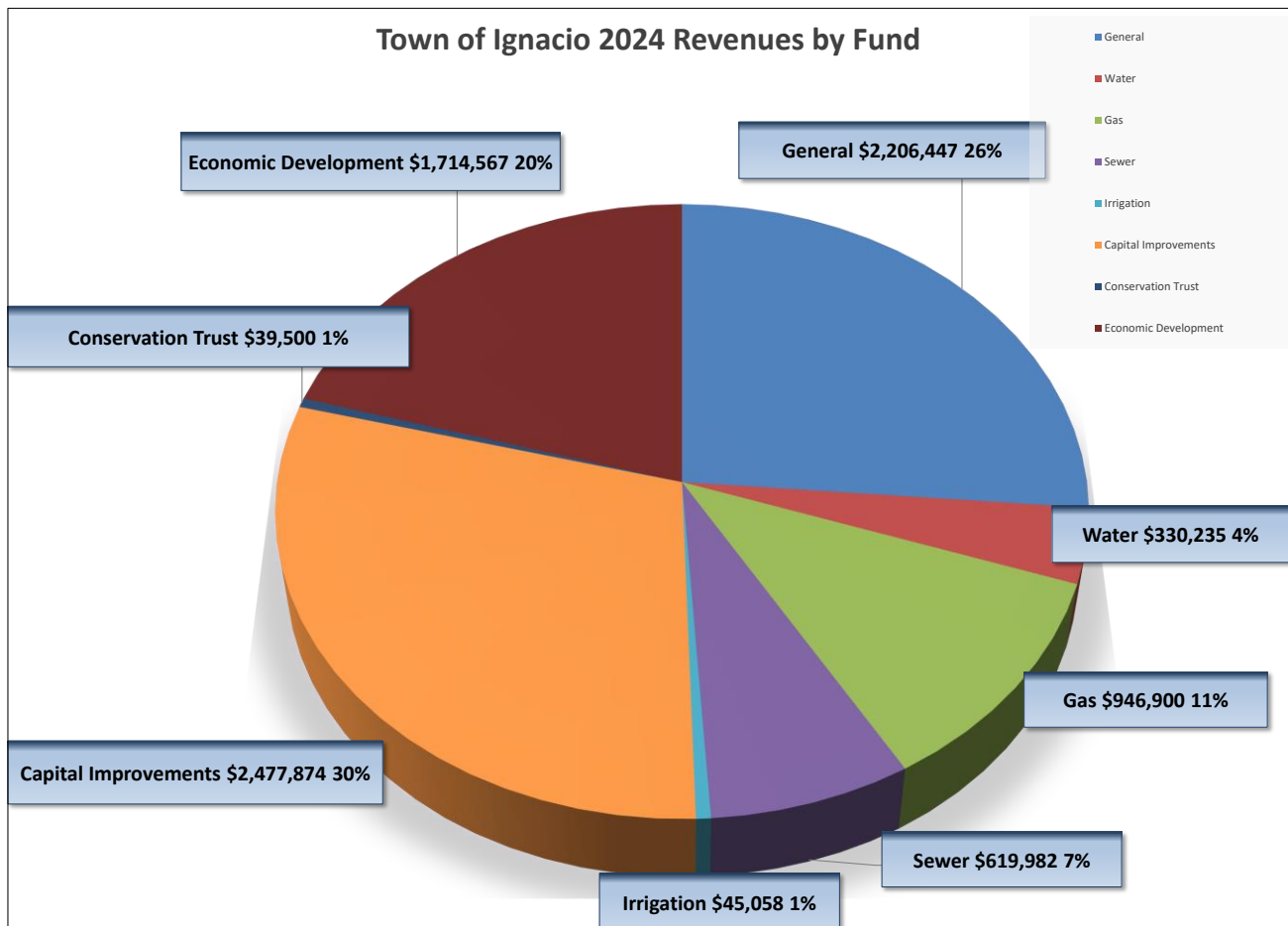
2024 Enterprise Salary & Benefit and General Service Allocations

Manager Salary & Benefits	165,180	Admin - 59%	97,456	General Service Expenses		Amounts
		Water - 12%	19,822	Town Board		15,538
		Gas - 12%	19,822	Audit		18,322
		Sewer - 12%	19,822	Workman Comp		34,087
		Irrigation - 5%	8,259	Insurance / PC		55,740
Clerk/Treasurer Salary & Benefit	88,967	Admin - 59%	52,491	Attorney		15,000
		Water - 12%	10,676	Utilities Water		3,300
		Gas - 12%	10,676	Utilities Sewer		2,800
		Sewer - 12%	10,676	Utilities Electric		7,500
		Irrigation - 5%	4,448	Utilities Gas		2,200
Dep Clerk/Treasurer Salary & Benefit	65,380	Admin - 59%	38,574	Telephone		7,258
		Water - 12%	7,846	Cell Phone		7,100
		Gas - 12%	7,846	IT Services & Maintenance		34,526
		Sewer - 12%	7,846	Internet Line		9,315
		Irrigation - 5%	3,269	IT Equipment & Supplies		23,174
Admin Assist/Fin Cord Salary & Benefit	79,528	Admin - 45%	35,788	Advertising/Public Notice		2,500
		Water - 17%	13,520	Office Equipment L&M		1,500
		Gas - 17%	13,520	Printing Services		5,000
		Sewer - 17%	13,520	Bank Service Charges		1,500
		Irrigation - 4%	3,181	Uniforms		6,000
PW Director Salary & Benefits	104,121	Public Works - 45%	46,854	Office Supplies		4,000
		Water - 18%	18,742	Postage		4,500
		Gas - 18%	18,742	Total		260,860
		Sewer - 15%	15,618			
		Irrigation - 4%	4,165	2024 General Services Allocation		
Foreman	75,435	Public Works - 45%	33,946	Administration	37%	96,518
		Water - 18%	13,578	Public Work (Streets&Parks)	16%	41,738
		Gas - 18%	13,578	Public Safety	20%	52,172
		Sewer - 15%	11,315	Irrigation	2%	5,217
		Irrigation - 4%	3,017	Sewer	5%	13,043
MW I (0 FTE)	0	Public Works - 45%	0	Gas	10%	26,086
		Water - 18%	0	Water	10%	26,086
		Gas - 18%	0	Total	100%	260,860
		Sewer - 15%	0			
		Irrigation - 4%	0	Enterprise General Service Allocation	27%	70,432
MW II (3FTE)	195,387	Public Works - 45%	87,924			
		Water - 18%	35,170	2024 Enterprise Salary & Benefit Allocation		
		Gas - 18%	35,170	Admin (non-Enterprise)		224,309
		Sewer - 15%	29,308	Admin (Enterprise)		174,747
		Irrigation - 4%	7,815	Public Works (non-Enterprise)		168,724
Total:	773,998		773,998	Public Works (Enterprise)		206,219
				Total:		773,998
Water			119,353	Water		119,353
Gas			119,353	Gas		119,353
Sewer			108,104	Sewer		108,104
Irrigation			34,155	Irrigation		34,155



Town of Ignacio 2024 Revenues by Fund

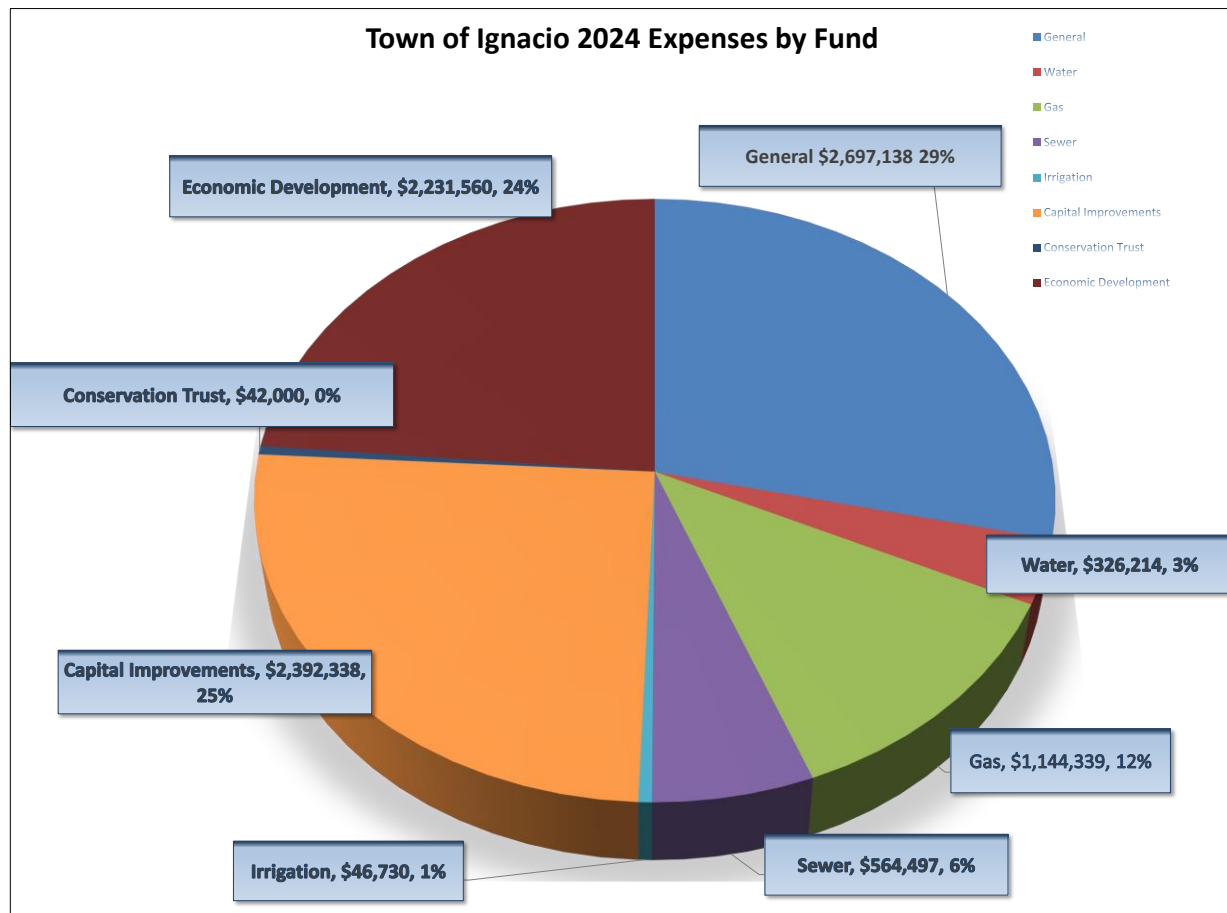
General	\$2,206,447
Water	\$330,235
Gas	\$946,900
Sewer	\$619,982
Irrigation	\$45,058
Capital Improvements	\$2,477,874
Conservation Trust	\$39,500
Economic Development	\$1,714,567
TOTAL:	\$8,380,564





Town of Ignacio 2024 Expenses by Fund

General	\$2,697,138
Water	\$326,214
Gas	\$1,144,339
Sewer	\$564,497
Irrigation	\$46,730
Capital Improvements	\$2,392,338
Conservation Trust	\$42,000
Economic Development	\$2,231,560
TOTAL:	\$9,444,816





Town of Ignacio

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

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townofignacio.com 

MEMORANDUM

December 4, 2023

Reference: Town of Ignacio Equipment and Labor Price List

2024 Equipment and Labor price list

Equipment and Labor

Mini Excavator
Dump Truck 5-yard
Back Hoe 60-90 HP
Skid Steer Loader
Skid Steer Broom Attachment
Excavator with thumb 210 HP
Heavy Utility Truck, fuel tank and tools
Hydro-Vac Trailer
Utility Truck with tools
Supervisor
Foreman
Equipment Operators
Trench Box
Concrete Saw (walk behind)
Roller Compactor (walk behind)
Jumping Jack Compactor

Rate

\$62.75/hour
\$45.25/hour
\$53.38/hour
\$53.38/hour
\$17.38/ hour
\$71.65/hour
\$45.00/hour
\$82.00/hour
42.00/hour
\$72.00/hour
\$64.00/hour
\$60.00/hour
\$115.00/day
\$152.00/day
\$350.00/day
\$115.00/day



ORDINANCE 361

**AN ORDINANCE APPROPRIATING ADDITIONAL SUMS OF MONEY TO
THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNTS AND
FOR THE PURPOSES AS SET FORTH BELOW, FOR THE TOWN OF
IGNACIO, COLORADO FOR THE 2024 BUDGET YEAR.**

WHEREAS, the Board of Trustees has made provisions for revenues in an amount equal to or greater than the total proposed expenditures as set forth in the 2024 budget, and;

WHEREAS, in order to ensure the essential operations of the Town and as required by law, the necessary revenues are appropriated into the budget as described below.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Town of Ignacio Colorado;

Section 1. The following sums are hereby appropriated from the revenues of respective funds for the expenditures and purposes detailed in the 2024 Town of Ignacio Budget.

GENERAL FUND:

Administration, Public Safety and Public Works Expenses	\$ 2,697,138
<u>Transfers Out</u>	<u>\$ 0</u>
Total	\$ 2,670,138

CAPITAL IMPROVEMENT FUND:

Capital Projects	\$ 2,392,338
<u>Transfers Out</u>	<u>\$ 0</u>
Total	\$ 2,392,338

CONSERVATION TRUST FUND:

Operating expenses	\$ 42,000
<u>Transfers Out</u>	<u>\$ 0</u>
Total	\$ 42,000

ECONOMIC DEVELOPMENT FUND:

Operating expenses	\$ 2,231,560
<u>Transfers</u>	<u>\$ 0</u>
Total	\$ 2,231,560

WATER FUND:

Current Operating expenses	\$ 326,214
Capital Projects	\$ 0
<u>Transfers</u>	<u>\$ 0</u>
Total	\$ 326,214

GAS FUND:

Current Operating expenses	\$ 524,339
Capital Projects	\$ 620,000
<u>Transfers Out</u>	<u>\$ 0</u>
Total	\$ 1,144,339

SEWER FUND:

Current operating expenses	\$ 564,497
Capital Projects	\$ 0
<u>Transfers</u>	<u>\$ 0</u>
Total	\$ 564,497

IRRIGATION FUND:

Current operating expenses	\$ 46,730
Capital Projects	\$ 0
<u>Transfers</u>	<u>\$ 0</u>
Total	\$ 46,730

ADOPTED this 8th day of January, 2024.

TOWN OF IGNACIO, COLORADO

Clark Craig, Mayor

ATTEST:

Tuggy Dunton, Town Clerk

RESOLUTION NO. 03-2024

**A RESOLUTION TO SET MILL LEVIES NECESSARY TO DETERMINE
PROPERTY TAX REQUIRED TO HELP DEFRAID THE COSTS OF
GOVERNMENT FOR THE TOWN OF IGNACIO, COLORADO,
FOR THE 2024 BUDGET YEAR**

WHEREAS, the Ignacio Town Board of Trustees will adopt the annual budget in accordance with the Local Government Budget Law, on January 8, 2024, and;

WHEREAS, the 2023 valuation for assessment for the Town of Ignacio as certified by the La Plata County Assessor is \$8,695,390.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Ignacio, Colorado:

Section 1. For the purpose of meeting general operating expenses of the Town of Ignacio during the 2024 budget year, there is hereby levied a tax of 4.841 mills upon each dollar of the total assessed valuation for all taxable property within the Town for the year 2024.

Section 2. The Budget Officer is hereby authorized and directed to certify the mill levies for the Town of Ignacio, and forward this Resolution to the La Plata County Assessor/Treasurer upon approval by the Ignacio Board of Trustees.

ADOPTED this 8th day of January, 2024.

TOWN OF IGNACIO, COLORADO

Clark Craig, Mayor

ATTEST:

Tuggy Dunton, Clerk/Treasurer

ORDINANCE NO. 362

AN ORDINANCE OF THE TOWN OF IGNACIO, COLORADO, REPEALING ORDINANCE 151 IN ENTIRETY

WHEREAS, the Town of Ignacio previously passed Ordinance 151 which effectively vacated portions of unimproved Burns Avenue Right of Way (ROW); and

WHEREAS, the Burns ROW was part of the Aspaas First Addition to the Town of Ignacio which was identified in the Map of the Town of Ignacio with reception number 67139 and recorded on July 02, 1913; and

WHEREAS, after further review by the Town it was deemed that the subject Burns ROW was actually owned by a property owner who has been paying property tax complicating the property dedication in Ordinance 151; and

WHEREAS, the owners associated with the properties vacated by Ordinance 151 are in support of the repeal of Ordinance 151 and are working with the Town to clarify a number of property issues in this immediate vicinity.

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of the Town of Ignacio, Colorado:

1. Ordinance 151 titled, “AN ORDINANCE TO VACATE A PORTION OF BURNS AVENUE ADJACENT TO THE WESTERLY BOUNDARY OF LOT 20 OF BLOCK 17 AND LOT 19 AND 20 BLOCK 18 OF ASPAAS FIRST ADDITION IN THE TOWN OF IGNACIO, STATE OF COLORADO” is hereby repealed.
2. The property identified in attachment 1 is no longer subject to provisions detailed in Ordinance 151.

PASSED, APPROVED, ADOPTED AND ORDERED PUBLISHED this 8th day of January, 2024.

TOWN OF IGNACIO, COLORADO

Clark Craig, Mayor

ATTEST:

Tuggy Dunton, Town Clerk

ORDINANCE 151

AN ORDINANCE TO VACATE A PORTION OF BURNS AVENUE ADJACENT TO THE WESTERLY BOUNDARY OF LOT 20 OF BLOCK 17 AND LOT 19 AND 20 BLOCK 18 OF ASPAAS FIRST ADDITION IN THE TOWN OF IGNACIO, STATE OF COLORADO.

Whereas, the Town of Ignacio is the holder of an easement platted as Burns Avenue and,

Whereas, the Town of Ignacio is desirous of vacating as a thoroughfare, that portion of Burns Avenue adjacent to Block 17 and 18 of Aspaas First Addition;

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of the Town of Ignacio:

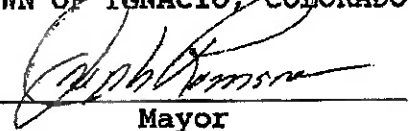
Section 1. That the portion of Burns Avenue hereby described in attachment 1 to this ordinance be vacated as a thoroughfare; and

Section 2. That the Town of Ignacio hereby retains an easement over, under, and through the above referenced easement for the purpose of installing water, sewer, gas and any and all other or additional utilities and for purposes of maintaining, placing, altering, erecting, or servicing thirty (30) feet on either side of center line of the original platted Burns Avenue right-of-way described in Attachment 1 above.

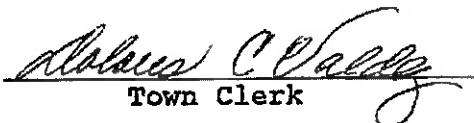
PASSED, APPROVED and ordered published this 11th day of December, 1995.

TOWN OF IGNACIO, COLORADO

By


Mayor

ATTEST:


Town Clerk

RCPT# 834155 07/19/02 01:08PM 2PG
LINDB DRLEY LAFLRTH CNTY CO ODC

RLS

SURVEYING & MAPPING, INC.
463 TURNER DRIVE, #111A
DURANGO, COLORADO 81301
(790)-259-2887 (O)
(790)-259-4322 (F)

834155

VACATION DESCRIPTION OF PORTION OF BURNS AVENUE:

A tract of land located in the Southwest 1/4 of Section 8, Township 33 North, Range 7 West, New Mexico Principal Meridian, Town of Ignacio, County of La Plata, State of Colorado, said tract being a portion of Burns Avenue running north-south along west line of Lot 20, Block 17, and west line of Lots 19 through Lot 20, Block 18, Aspaas First Addition to the Town of Ignacio, La Plata County, Colorado, according to the plat thereof recorded June 7, 1910 as Reception Number 57476, said tract being more particularly described as follows:

Beginning at point on the westerly boundary of the Town of Ignacio whence Ignacio Town Corner No. 12 bears S 00°53'44" W, 213.91 feet;

Thence N 00°53'44" E, 325.00 feet along the westerly boundary of the Town of Ignacio;

Thence S 89°12'00" E, 62.80 feet to the northwest corner of said Lot 19, Block 18;

Thence S 00°48'00" W, 325.00 feet along the west line of said Lots 19 and 20, Block 18;

Thence N 89°12'00" W, 63.34 feet to the point of beginning.

Containing 20,497 square feet, more or less.

AND

Beginning at point on the westerly boundary of the Town of Ignacio whence Ignacio Town Corner No. 12 bears S 00°53'44" W, 598.91 feet;

Thence N 00°53'44" E, 150.00 feet along the westerly boundary of the Town of Ignacio;

Thence S 89°12'00" E, 62.45 feet to the northwest corner of said Lot 20, Block 17;

Thence S 00°48'00" W, 150.00 feet along the west line of said Lot 20, Block 17;

Thence N 89°12'00" W, 62.70 feet to the point of beginning.

Containing 9,386 square feet, more or less.

SURVEYOR'S STATEMENT:

I hereby state that this description was prepared by me or under my responsible charge, and that, in my professional opinion, it meets the minimum standards of care of Professional Land

Surveyors practicing in the State of Colorado.



Town of Ignacio

Town Property Development Request for Proposals

January 2024

General Information:

The Town of Ignacio (Town) has several vacant parcels of property that have development potential within the Town corporate boundaries. These properties vary in size and are within Mixed Use Development, Residential and Community/Public zoning districts. The parcel details are listed below:

Parcel Name	Parcel Location	Parcel Size	Parcel Zoning
Slaughter House CR	320B	5.4 acres	Community/Public
Ignacio South	El Paso Road Alley	2.5 acres	Community/Public
Goddard Avenue	Goddard Avenue	7 lots	Mixed Use
Cedar Street	Cedar Street	1.0 acre	Community/Public

The Town acquired the above properties with a vision and objective to utilize these properties for the promotion of economic development and the expansion of affordable housing. In two instances land was also acquired to expand the corporate boundaries on limited non-tribal lands.

At this time, the Town is considering development proposals for the above properties with the intent of establishing a Public/Private Partnership (P3) that will fulfill developer objectives and the desired Town economic development benefits and affordable housing objectives.

Proposal Requirements:

Interested applicants shall submit a proposal detailing their development objective for a specified property listed above. The proposal shall provide specific details on the development including intended uses, anticipated facility improvements, number of housing units, estimated cost, number of new jobs, development schedule and timeline, detailed and measurable economic benefits, individual or company details, development history and desired partnership with the Town. Please include any information that will help illustrate or define the proposed project. Site details with drawings and other supporting information will be very useful to the Town in reviewing the proposal.

Interested applicants are encouraged to meet with the Town Manager to discuss the proposal and to pose questions or seek additional site details and information.

Selection Process and Criteria:

This RFP is the initial step in developing a P3 development on Town owned property. All proposals will be reviewed by the Town Board and consider development viability and fulfillment of desired Town outcomes. Ideally, a favorable proposal will portray a clear development plan

that can be executed within local development constraints, fulfill economic or housing outcomes and do so in a timely manner.

The Town will request a formal presentation from desired proposals and may request additional information be addressed during the presentation. Proposals with clear development potential and fulfillment of desired outcomes will require additional future work between the applicant and Town to formalize a P3 with complete development criteria for all parties. More Town will review all proposals and interview selected individuals or companies.

The Town is not obligated to accept any proposals and will work with applicants to gain a full and clear understanding of the proposal prior to making a final decision.

Submittal:

All information must be received by 5:00 p.m. on February 19, 2024. Interested applicants shall submit all necessary information in hard copy and digital format to the addresses below:

Hard Copy:

Town of Ignacio
PO Box 459 or 540 Goddard Avenue
Ignacio, Colorado 81137

Digital Copy:

mgarcia@townofignacio.com

For Questions or More Information:

Questions regarding this Request for Proposals should be directed to Mark Garcia, Town Manager at 970-563-9494 or mgarcia@townofignacio.com.

Ignacio Police Department

January 2024 KP

All IPD officers are in full compliance with Colorado POST training requirements as we head into the new year (2024). This is important from a liability standpoint and it (being in compliance) allows the IPD to be eligible and use POST Grant monies for our yearly training. On average, we obtain approximately \$7500. each year for reimbursed training expenses.

At the February Town Board meeting, I will provide an over view of the IPD's calls for service and specific percentages of categories of crimes, contacts, traffic stops, etc. At the last meeting, I briefly mentioned that agencies must have their yearly records verified by NIBRS, prior to release. This will happen the week of January 8th, 2024 and I will present them at the next meeting.

I have met with the Southern Ute Indian Tribe's new Police Chief, Michael Barrow. Chief Barrow has expressed his desire to work together and to jointly train on major issues that could impact our respective areas of responsibility. We have met and discussed school safety and emergency response. We will be meeting with School and Fire/Meds responders in February to further this discussion and move this important topic forward.

If you any questions or concerns, please call or stop by the PD. Thanks.



Town of Ignacio

P.O. Box 459
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townofignacio.com 

Public works Department Staff Report

01/2/2024

Compliance

Here is the Code enforcement for this month,

800 Goddard – Certified letter was sent out for tow trailers in the right of way and trash build up in the back yard.

120 Romero – Chickens were removed.

120 Maple – Letter was sent to property owner for two broken down vehicles in front yard.

Lionel Flores

Town of Ignacio





Town of Ignacio

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Natural Gas System

Monthly meter reads, re-reads and Shut offs
Leak Survey
Mercaptan Testing
Energy World Net operator qualification Compliance for D.O.T. compliance
State compliance and filing
DOT training
OQ training
System maintenance and repair
Working with Brad Bean on compliance issues with the State of Colorado
PUC Inspection Complete we have some unsatisfactory results on our inspection
Valve maintenance
Completed another PUC audit of the gas systems OG plan

Sewer and Storm Drain System

Monthly line flushing
System maintenance and repair
State compliance training and filing
Have identified several problem areas in the Sanitary sewer system that need repaired
Received our permit From CDOT 11/6/2023 to proceed with Phase 1 of the Browning storm drain project
1/23/2024 we will have a pre job meeting for the Browning storm drain project

Drinking Water system

Monthly meter reads, re-reads and shut offs
Monthly water sampling
System maintenance and repair
State compliance training and filing
New water meter installs and pit repairs
Meter inventory and leak survey
Lead and Copper water sampling
Valve maintenance
The Town is working with Sunrise Engineering on the lead and copper rule inventory for the Towns potable water system





Town of Ignacio

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Irrigation System

System maintenance and repair
Monitor irrigation pond levels
Irrigation will Be shut down by 10/13/2023
System drained
Two water pumps sent out for repair

Parks

Repair two levies on the river inlet for Town Park
Replaced irrigation pump at Campbell Park
Irrigation main repair at Town Park
Low water level at the pond inlet addressed
System winterized

Roadways and Alleys

Drainage maintenance and repair
Street sweeping
Pot hole repair
Snow removal

General Maintenance

UNCC locates completed filed and reported
Daily and weekly trash collection
Daily Utilities issues and complaint call outs addressed
Tree removal
Fiber optic construction to begin on 12/4/2023

Equipment and Vehicles

Daily maintenance
Monthly maintenance
Repair vehicles and equipment





Town of Ignacio

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Building code enforcement

Subject:

1/02/2024

**Town of Ignacio Building Construction / Inspection
Cross Connection Control Program**

From: Garry Montoya

To: Jeremy Mickey

- 610 Browning Exterior panel and window replacement. Permit issued and approved on 4/24/2022 Estimated completion Oct. 2022 (Owner: Luis Valenzuela) Note: Pending investigation (IPD -CBI) 10/05/23 No change. 1/02/24
- 457 Burns Ave. Jeremy Schultz (Owner) Residence remodel... Build permit issued on 9/14/22 (No current information or status or progress as of 2/6/23) Contacted Owner on 3/15/2023. Work in process. Estimated completion May 2023. Status has not changed 6/29/23. Demolition permit issued on 7//12/23, Project completed. Residence is near completion 10/05/23 No change 1/02/24
- 110 Maple Ave Jordan Larsen (Owner) New rear attached cover patio. Build permit approved and issued on 11/15/22. Contacted owner 3/13/2023 waiting on weather to improve to continue. 5/01/23 No change. Status has not changed 10/05/23 No change 1/02/24
- 501 Tranquilo ct. Shane Roukema (builder) Land use application submitted on 4/26/23 Excavation permit issued on 5/8/23. Building Permit issued on 5/9/23. Property setbacks inspected on 5/8/23 Footings inspected on 5/11/23 Stem wall inspected on 5/16/23 Framing inspected on 10/11/23 Final inspection scheduled for 1/02/24
- 355 Goddard Ave. Restaurant Interior remodel, Cuevas and J. Rosas (Owner Contractor) Building permit Issued on 12/15/22. Excavation permit issued on 1/20/23 for new gas line install. Note: New gas line installed and



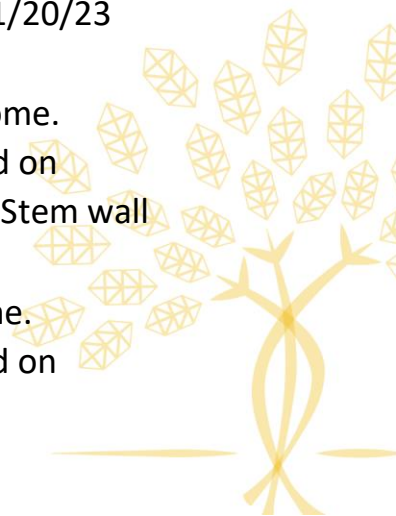
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inspected on 2/01/23. Interior remodel near completion. San Juan Basin Health is scheduled mid-June for inspection. No status change 12/29/24

- 455 Shoshone Margret and Butch Gomez (Owner) Residence remodel. Building Permit Issued on 1/26/23. Contractor Gary Hansen. Remodel work is in process. Sewer was filmed on 10/04/23 awaiting results. Sewer line damaged, needs replacement 1/02/24
- 465 Goddard Dancing Spirit. Build plans are final and approved as of 6/01/20/23 Excavation permit issued on 5/24/23. Building permit issued on 6/1/23 Concrete footing inspected on 6/27/23 Stem wall form inspected on 6/28/23. Framing in process 10/05/23. No work performed as of 1/02/24
- 515 Burns Ave. Roger Kimsey contractor. Remodel and renovation. Building permit and excavation permit issued on 7/20/23. No progress 1/02/24
- 107 Piedra Ave Craton Godac. New back yard shed construction. Excavation permit issued on 5/25/23. Building permit issued on 6/1/23. Inspected footing on 6/1/23. Inspected framing on 7/7/23. Near completion 10/5/23 Received call from Craton on 11/26/23, ready for final inspection on 11/30/23. Final inspection was performed on 12/28/23
- 630 Goddard Ave. Travis Kirkpatrick Owner. KP Venture properties Remodel. Interior wall removal for access to 640 Goddard KW Pawn shop. Building permit approved and issued on 9/29/23. Renovation in process 10/5/23. Failed fire inspection (Brad) needs gas pipe protection (bollard) on the South wall, prior to final inspection. No Status change as of 1/02/24
- 117 Piedra Ave. Laura Sanchez (owner) Paul Lee Contractor. Porch entrance addition. Excavation and building permit issued on 11/20/23 Project near completion, waiting on electrical install 1/02/24
- 518 Tranquilo ct. Southern Ute Growth Fund. Single Family Home. Contractor S&D Do It All. Excavation and Building permit issued on 11/20/23 Foundation was poured and inspected on 12/14/24. Stem wall was inspected on 12/26/24
- 521 Tranquil ct. Southern Ute Growth Fund. Single Family Home. Contractor S&D Do It All. Excavation and building permit issued on





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11/20/23. Foundation dig was complete and base completed and compacted on 12/13/24

- 815 Shoshone Jeff Lewis owner. New storage shed. Building permit issued on 11/20/23. Unit was installed on 12/13/24

Cross Connection Control Program

CDPHE Regulation 11.39 (3) Cross Connection Control

Meeting with CDPHE. Water Quality control Division. KC Kay (Environmental Protection Specialist). The meeting in general was an audit for the Back Flow Cross Connection contamination control program. Overall, the audit comprised of compliance issues, monitoring schedule, Test results, Commercial customer compliance within the scope of the regulation. Survey results. There are non-compliance issues that have must be rectified.

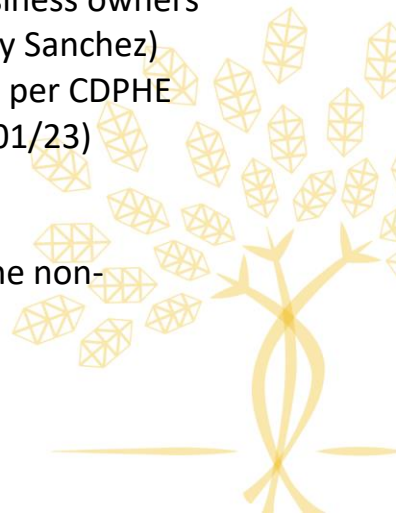
All assemblies that are not in compliance have been recognized and the owners have been notified. 14 Assemblies of 14 not tested in 2022 have been tested. 6 business remain non-compliant. A date has been established. All business owners that are non-compliant have 30 days (March 31) for compliance. (Ray Sanchez)

Note: Testing compliance ratio has been achieved (90 %). Acceptable per CDPHE Requirements, goal is to achieve 100% compliance. (Ray Sanchez) 5/01/23

Note:

All information has been submitted to CDPHE on 6/2/23

Currently the compliance ratio is at 93% and CDPHE has closed out the non-compliance violation. 8/03/23





Town Clerk / Treasurer Report

January 2024

Honorable Mayor and Trustees,

The following is a report of my activities since the last Town Board Meeting.

Clerk:

- The Regular Municipal Election will be on April 2, 2024. There are three seats that are open (Edward Box III, Alison deKay, and Sandra Maez) for this election. Nomination packets are available at Town Hall and must be returned prior to 5:00 PM on Monday, January 22.
- The minutes from the December 11 Board Meeting are on the drive for your review.
- As a standard order of business each year, the Board approves the posting sites for agendas and calendars the meetings for the year. The one conflict with a regularly scheduled Board Meeting and a Holiday is Monday, November 11, which is Veteran's Day. Please let me know if you would prefer to meet on the 4th or the 18th of November and we will update the calendar on our website accordingly.
- There are a couple of items that might be good to schedule a work session to discuss:
 1. The Board may want to establish a policy regarding Public Comment. I have attached CML's Legal Corner article on this, as well as an article about the difficulties that Wheat Ridge recently experienced during their council meetings.
 2. Our website states that the Board follows Robert's Rules of Order; the truth is that the Board more closely follows Bob's Rules of Order. I have attached the abbreviated version of Bob's Rules of Order for your reference.

Treasurer:

- The Accounting Reports for December are included in the consent agenda.
- The DRAFT 2024 Budget is on the Google Drive for your review. This will be discussed during new business; the appropriate Ordinances and Resolutions are listed on the agenda and are available on the Google Drive for your review.
- The DRAFT 2024 Fines and Fees Schedule is on the agenda for public comment and action by the Board.

Utilities:

- The DRAFT 2024 Utility Rate Sheet is on the agenda for public comment and action by the Board. These rates would be effective for the January billing cycle (bills will be mailed on February 5).

Licenses:

- Animal: 54 current licenses
- Business: 73 current licenses
- Business Service Licenses: 69 current licenses
- Liquor Licenses: None

Human Resources:

- Work is continuing on the Policies and Procedures Manual.

Events:

- Monday, January 15 – Town Hall closed in observance of Martin Luther King, Jr. Day
- Monday, February 12 – Next regularly scheduled Board Meeting

Meetings Attended:

- Ignacio Creative District Board Meeting
- Chamber of Commerce Board Meeting and General Membership Meeting

Please contact me with any questions. Thank you.

Tuggy

CML LEGAL CORNER



Is it time to abandon remote public comment?

By Robert Sheesley, CML general counsel

During the COVID-19 pandemic, municipalities widely adopted virtual meeting policies that included options for the public to address the governing body by telephone or video call during general public comment periods and public hearings. These options for remote public comment have been retained despite meetings largely being held in person. Just because technology makes remote comment possible, however, does not mean that continuing it is in the best interests of the municipality.

Recent episodes suggest a need to rethink how to conduct general comment periods when remote options are offered, or whether to have a remote option at all. Public comment periods have frequently become stages for performances to viewers, rather than addresses to the governing body. Worse, this month several Colorado municipalities saw groups of speakers use fake names and addresses to make antisemitic statements and other comments having no bearing on municipal business.

Remote comment options are no longer necessary to ensure public health and have become primarily a method of inclusion in government. (In some instances, remote comment may be considered an accommodation for a person with a disability that is outside the scope of this discussion.) The value of expanded participation is diminished, however, if business is delayed or if members are distracted by the commentary.

BOUNDARIES OF PUBLIC COMMENT

In general, a council or board meeting is for conducting city or town business as reflected in the meeting agenda. Officials and the public expect the body to address

the agenda meaningfully and in a timely manner. As an adjunct to a regular meeting, many municipalities also allow a public comment period, by local law or practice.

A comment period is a venue for free speech (including spoken words and expressive conduct) protected by the First Amendment to the U.S. Constitution and Article 2, Section 10 of the Colorado Constitution. The government typically cannot restrict a speaker based on the viewpoint (or opinion on a subject) they express through speech or expressive conduct. When the right to speak is provided, protecting First Amendment rights should be first in a chairperson's mind.

Often, comment periods allow the public to speak on any topic of their choosing. The content of speech often can be limited in a general comment period, provided the restriction is grounded in the law that creates the comment period. For example, that authorization may permit comment "on matters listed in the agenda" or "on matters related to the business of the city." Even then, determining whether speech relates to a particular item can be a difficult task. Public hearings, in contrast, can be more regulated as to the subject and speakers.

Within constitutional boundaries, local law or practice establishes all other requirements for public comment period. If the law is "viewpoint neutral," the municipality can regulate the "time, place, and manner" of public comment in a uniform way. Note that some speech is not protected, like speech that is directed to incite imminent violence or lawbreaking and is likely to do so.

MODIFYING REMOTE COMMENT OPTIONS

The simplest solution may be to remove remote comment options entirely. If

remote comment options are too valuable to eliminate entirely, then restrictions generally would be appropriate if they do not discriminate based on the speaker's opinion or, except where local law creates a narrow scope for the comment period, the subject of the comments. There can be time limits for individual speakers, a total time limit for public comment, a limit on the number of speakers, or an overall time limit on public comment. Pre-registration, coupled with a lottery or first-come, first-serve system, can complement meeting management. Some communities might hold a public comment period before the business meeting or defer comment until after business is completed.

Speaking at a meeting may carry unique weight, but alternate methods of communication can provide the same or better access to officials. E-mail, online comment submittal forms, town hall-style meetings, and one-on-one communications allow a member of the public to speak directly their representatives. Other means of communicating also support reasonable restrictions on commenters.

The time to evaluate whether this manner of public comment should be tolerated is before it occurs, not as a quick reaction to a troubling meeting. A governing body, in consultation with its attorney, should ask, "Is this tool useful for members of our community or has it become a distraction from public business?" and "Are we willing to allow our meeting to be used this way?" If there is any uncertainty, a body should ensure that its meeting regulations align with the purpose of allowing remote comment.

This column is not intended and should not be taken as legal advice. Municipal officials are always encouraged to consult with their own attorneys.

Antisemitic remarks overtake city council meeting's public comment

Speakers identified themselves with names like Andy Zemite, Judy Stroyer and Sieg Heil.

Author: Marshall Zelinger

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WHEAT RIDGE, Colo. — Antisemitic rants overtook public comment during a city council meeting in Wheat Ridge.

It is the most recent example in a string of public comment takeovers by individuals promoting an antisemitic group's website.

During Monday night's Wheat Ridge council meeting, virtual speakers participated in public comment. Some of the speakers identified themselves as: Andy Zemite, Judy Stroyer and Sieg Heil.

"You know, I think when I got to 'Sieg Heil,' I scratched the name down and somewhere in there I figured out that we were getting bogus people calling," Wheat Ridge Mayor Bud Starker told *Next with Kyle Clark*.

Starker led the meeting and public comment section that began with an in-person comment from a resident talking about the Wadsworth Improvement Project's impact on streets.

After her public comment, the remainder of the speakers participated virtually, a practice that began during the 2020 pandemic.

"We haven't had this problem happen before last night," Starker said.

The public comment included many antisemitic remarks about Jewish people, with several people referencing an antisemitic group's website.

"There was a lot of vitriol," Starker said.

Speakers were given three minutes each, until the council took a recess and shortened the public comment period to one minute each.

"We had business before the council. The council had public hearings and other business that we needed to get to," Starker said.

The council did not end public comment based on the antisemitic comments, and it probably would not have been legal to do so.

“There’s a First Amendment that we have in the United States that’s dear to the freedoms that we enjoy, and part of that is the freedom to express your opinion. We’re a public body. People are welcome to come and talk and speak to the councilors, speak to the representatives. We don’t infringe upon that,” Starker said.

The Anti-Defamation league [recently published an article](https://www.adl.org/resources/blog/antisemites-racists-and-other-bigots-are-hijacking-public-meetings)

{<https://www.adl.org/resources/blog/antisemites-racists-and-other-bigots-are-hijacking-public-meetings>} on antisemitic, racist and bigoted hijackings of public meetings, including meetings that reference the same antisemitic group named in the Wheat Ridge council meeting.

“If it’s a public forum, then the standard for restricting that comment in the public commentary is going to be very high. If it’s not a public forum, you have an easier basis for restricting speech. But that situation was indeed a public forum,” said Jessica Smith, an attorney with constitutional law expertise at Holland & Hart.

Some government agencies have given public comment total time limits, or even limiting the comment to content that relates to items on the current agenda.

“It really becomes a tricky path for government bodies to try and engage in content-based restrictions. It’s something that we really don’t like in this country, regardless of how hateful the messages,” Smith said. “They were incredibly hateful, false, antisemitic, incredibly horrific. They were terrible. And the law protects most of that speech.”

She gave two examples where the speakers, perhaps, opened themselves up to scrutiny or even legal trouble.

“One was a call to an imminent lawless action. And so, there were a couple of speakers that made comments about potentially putting people in camps and rounding people up in the United States and putting them in camps. That would be illegal and that is not protected speech. And so, the question would be whether or not that was imminent enough, whether or not it was a call for imminent action, and if it is, then that is not protected speech. That would be something that they could restrict,” Smith said.

The speakers also named several people in President Biden’s administration, as well as the Trump campaign. Smith said that could be problematic for the speakers, if they were ever identified.

“People whose names were mentioned might have a cause of action against those speakers for defamation, and defamation is not protected by the First Amendment,” Smith said.

Before each speaker received their time, the mayor asked for the person to say and spell their name and provide their address.

Most of the addresses were clearly not in Wheat Ridge city limits, if they were real at all.

“I don’t really think that it’s my role or our councilors’ role to ferret out the honesty of the person that’s calling at the time,” Starker said.

Could the council have limited speakers to only people within Wheat Ridge city limits?

“We ask for people’s names, we ask for an address in order to see whether they are talking about things that are happening in Wheat Ridge, and they’re a resident of Wheat Ridge,” Starker said. “The point of the address is, really, to allow the councilors to understand whether constituents are calling or whether they live out of the city, and we certainly take all comments, inside and outside of the city.”

Even the clearly fake names would not be enough to prevent the person from speaking.

“For the purposes of the First Amendment, you don’t need to know whether or not all of those names are true, accurate names for them to be able to speak at that public forum. That’s not really a requirement for the First Amendment to trigger. It just needs to be that that is a city council meeting, and they opened up the floor to public comment,” Smith said.

In an unusual step, the city tried to track the IP addresses for some of the virtual speakers. A spokesman for the city said they traced locations to Salt Lake City, Chicago, San Jose, Portland and New Jersey. Though, IP addresses can also be masked.

“We don’t normally check IP addresses for typical council meetings but decided to look after what happened last night to confirm our suspicions,” the spokesman said.

At the end of the council meeting, several of the councilmembers took a moment to comment on the public comment period.

“What I wasn’t expecting to do tonight, but I feel compelled to do, is to read back to us our resolution condemning racism and hate that we passed in June of 2020,” Councilwoman Rachel Hultin said.

That [resolution condemning racism and hate](https://www.ci.wheatridge.co.us/ArchiveCenter/ViewFile/Item/4828)

{<https://www.ci.wheatridge.co.us/ArchiveCenter/ViewFile/Item/4828>} was a response to the George Floyd killing at the hands of police in Minneapolis.

“I thought that was gross and disturbing,” Councilmember Korey Stites said.

So, what will the mayor do if there is another antisemitic takeover of public comment?

“I think we’ll listen to those comments again,” Starker said. “I think we’ll try to, once again, balance the First Amendment rights that people have to come and talk to the representatives, even with the vile speech that they put out there.”

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Bob's Rules of Order

SIMPLIFIED PARLIAMENTARY RULES OF ORDER FOR COLORADO LOCAL GOVERNMENTS

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Introduction

Efficient and well-run public meetings are a necessity for local government. An efficient and well-run meeting allows all scheduled business to be accomplished, voices to be equally heard, and differences of opinion to be aired amicably. Whether the meeting issues are deeply challenging and emotional or simply ministerial and non-confrontational, a well-run meeting leaves all participants feeling that the decisions made during the meeting are the product of fairness, equality, and respect. Poorly run meetings can undermine confidence in local government by allowing a perceived inequality among participants when engaged in debate and discussion, injecting conflict and argument between the participants, and adding confusion to the decision-making process and uncertainty in the eventual decision. A set of standardized rules of order or procedure which are both fully understood and routinely employed by meeting participants are a critical component to efficiency in meetings.

*Robert's Rules of Order*¹ is perhaps the most widely known set of rules offered to facilitate and manage meetings. Beginning with the pocket handbook first published in 1878, and with significant rewriting and amendment since that time, *Robert's Rules of Order* has evolved into a complex tool for meeting management. *Robert's Rules* totals an astounding 716 pages.² No fewer than two dozen independent publications are available to help meeting participants better understand, decipher, and interpret *Robert's Rules* including a *Robert's Rules for Dummies* publication³ and a *Complete Idiot's Guide to Robert's Rules*.⁴ Because an effective meeting necessarily requires meeting participants to equally understand the procedural rules governing the meeting, *Robert's Rules of Order* can prove to be an ineffective tool in conducting the meetings of local government.

Notwithstanding the unsuitability of *Robert's Rules of Order* to manage local government meetings, many communities incorporate *Robert's Rules* into their local meeting procedures by reference in local codes and policies. The incorporation of *Robert's Rules* into local government meeting procedures almost always results, not from an express acknowledgment that *Robert's Rules* will be suitable for use in the local government setting, but perhaps from a blind assumption that *Robert's Rules* will best guide meeting procedure because it is the most recognized set of procedural rules. Few people have fully read *Robert's Rules* and fewer understand that *Robert's Rules* contain processes and procedures that Colorado local government might deem unacceptable.⁵

"*Bob's Rules of Order*" is intended as a simplified set of rules better suited to manage Colorado local government meetings. Although *Bob's Rules of Order* calls upon some of the basic concepts offered by *Robert's Rules*, *Bob's Rules of Order* pares down the available motions to those essential to advance the goal of running an efficient public meeting for Colorado local government.

¹ Henry M. Robert III and others, *Robert's Rules of Order Newly Revised*, 11th ed. (Da Capo Press, 2011).

² Id. The total pages are inclusive of 92 pages of summary charts and indexes.

³ C. Allen Jennings, *Robert's Rules for Dummies*, (New Jersey, John Wiley & Sons Inc., 2016).

⁴ Nancy Sylvester, *The Complete Idiot's Guide to Robert's Rules*, (New York, Penguin, 2010)

⁵ For example, *Robert's Rules of Order* includes provisions for the summary imposition of penalties against members who breach *Robert's Rules*, up to and including expulsion from the meeting and removal from membership on the body. See Chapter XX, *Robert's Rules of Order*.

Robert's Rules authorize a process and imposition of penalties for undefined conduct and actions taken by members outside of meetings which is deemed unacceptable by the body. Id.

Legal Advice and Disclaimers

Bob's Rules of Order does not offer legal advice. The *Rules* are offered to assist local government when considering the creation or implementation of local rules of order that will become a helpful tool in conducting more efficient public meetings.

When deciding practice and procedures for meetings, local governments should always inquire first to their local attorney. The local attorney is best suited to both understand the application of the laws affecting the local government and how to integrate the applicable law into the common or historic practice, procedures, and needs of the community. All legal advice involves an assessment of risk based on full knowledge of the law, the client, and the client's circumstances. Only the local attorney has the knowledge to best advise the local government in deciding the proper rules of order and procedure to govern meetings. In short, it is not a best practice to blindly apply the recommendations of *Bob's Rules* without consulting local legal counsel.

Terminology

Certain words and phrases are used throughout *Bob's Rules of Order* refer to actions or persons involved in a meeting. Some of these words and phrases are capitalized to remind the reader that the word or phrase has a specifically defined meaning.

Amendment (or to Amend) - An amendment is a motion to change, to add words to, or to omit words from a pending main motion. The amendment is usually intended to clarify or improve the wording of the original motion and must, of course, be germane to that motion.

Body – The formally constituted organization commissioned with the obligation and duty to act on behalf of the local government.

Chairperson – The person appointed or elected to preside over the meeting.

Floor – The privilege or right to speak to the body.

Member – A person appointed or elected to hold office as a recognized participant of the body.

Motion – A formal proposal seeking specific action by the body typically preceded by the words "I move that ..." or "I make a motion that" Motions are generally introduced by voice but may be presented to the body in writing.

Moving Party – The Member presenting a motion or point for action by the body.

Out of Order – An action that fails to comport with these *Rules of Order*.

Point – A declaration of a member addressed to the chairperson requesting to bring before the body a matter for immediate decision or resolution. There are three recognized points: (1) Point of Order; (2) Point of Information; and (3) Point of Appeal.

Second – An oral declaration by a Member to express that a motion offered to the body should receive debate or discussion.

Key Assumptions

Certain assumptions are incorporated into *Bob's Rules of Order*. Each of these assumptions are subject to rejection or modification by the Body in the development of the local rules of order to render *Bob's Rules* consistent with the local practices and procedures of the local government.

- ***The Chairperson Serves as the Parliamentarian:***
- ***Abstaining from Voting is not Permitted.***
- ***A Conflict-of-Interest Mandates Recusal from Voting:***
- ***A Motion is Not a Prerequisite to Discussion or Debate on a Matter.***

These assumptions are each clarified below:

- ***The Chairperson Serves as the Parliamentarian:***

During a meeting, decisions regarding the proper application of the *Rules* will be required. For example, a determination will need to be made during a meeting that a particular motion is, or is not, Out of Order (*i.e.*, appropriate for presentation under the *Rules*). “Parliamentarian” is the customary term used to identify the person with a solid understanding of the meeting rules and who is commissioned to render decisions on the applicable and proper procedure.

The practice in most government meetings is to assign the role of parliamentarian to the person in charge of the procedure and flow of the meeting – that is, the chairperson.

In some local governments, the role of parliamentarian is assigned to the clerk, attorney, or other administrative support or staff person. This assignment of the role to a person other than the chairperson can prove challenging; the parliamentarian will often be seen as “taking sides” on a ruling of procedure. Asking an administrative support or staff person to render a ruling between potentially conflicting positions held by body members who may control or supervise the administrative person is often seen as ill-advised and places the administrative person in an awkward position.

- ***Abstaining from Voting is not Permitted.***

Whether a member is elected, appointed, or volunteered to serve the body, an underlying assumption is that the member agreed to perform the duties of the position unless prevented by law.⁶ A member may wish to “abstain” (*i.e.*, not declare a formal vote or position) due to a myriad of reasons which may include a simple desire to avoid being placed on the record in support or opposition of a proposition. Such an abstention for personal reason or convenience constitutes a neglect of the duty freely accepted by the elected or appointed member to represent the body and the public and, therefore, is not permitted by these *Rules of Order*.

Abstentions can undermine the required vote of the body. Taken as an expression that the member is not declaring a vote and therefore no vote by the member will be recorded, an abstention or possible multiple abstentions can reduce the body's vote total below the

⁶ See *A Conflict-of-Interest Mandates Recusal from Voting*, below.

number necessary to enact a proposition or motion. For example, for a vote requiring a majority of a 5-member body, an abstention of two members will allow the vote to be approved by only 2 of the voting members or less than the quorum of the body.

The potential for abstention places the body at risk that the body will not have a sufficiently representative number of voting members after devoting considerable time and effort in reaching the point of rendering a decision. Combined with the abstaining member's active participation in the debate and deliberation before declaring an abstention, the member can effectively influence the body's decision yet evade taking a public position on the motion or proposition. Such practice should be viewed as incompatible or inconsistent with the concept of open, transparent, and representative government.

When a member expresses an otherwise unpermitted abstention on a vote, the *Rules of Order* deem the abstention as an affirmative vote or declaration in favor of the proposition which is pending before the body. For example, if a body member votes to "abstain," the clerk will record the vote as a "yes" vote or as an affirmative expression of support for the pending proposition. If the abstaining member objects to the recording of her abstention as an affirmative vote because then member does not affirmatively support the motion, the member is afforded an easy solution, which is to vote "no" on the motion.

The alternative to the recording of the abstention as an affirmative or "yes" vote and, instead, to record the abstention as a "no" vote, will allow members to defeat a motion without taking a specific position on the motion. In other words, the recorded vote on a motion by seven voting members could be 3 votes in favor by declaration of a "yes" vote, 2 votes in opposition by declaration of a "no" vote, and 2 votes to "abstain" which are then recorded as "no" votes. As a result, the motion is defeated upon a 3-4 vote without a majority of members publicly committing to a "no" or negative position on the vote. Such a scenario should be considered as antithetical to open, transparent, and representative government.

- ***A Conflict-of-Interest Mandates Recusal from Voting:***

When a member faces a lawfully recognized conflict of interest, the member shall recuse⁷ themselves from all participation in the matter and shall not vote. Moreover, the conflicted member shall not be permitted to influence the body by participation in the consideration, deliberation, or debate on the matter and may not seek to influence individual members outside of the public meeting or the hearing. Mandating that a member recuse themselves from advocating and voting on a matter due to a conflict of interest is lawfully permitted and a member has no personal constitutional right to participate or vote where a conflict exists.⁸ Colorado provides a limited single exception to this rule where (i) the conflict

⁷ Recusal is not the equivalent to abstention. Abstention is "the withholding of a vote;" whereas recusal is "the [removal] of oneself as judge or policy maker in a particular matter, especially because of a conflict of interest." Black's Law Dictionary (8th Ed. 2004). Abstention, if allowed, permits the member to participate in the proceeding and, prior to the vote, to make a declaration that the member will not vote for reasons often unstated, and which can include personal preference, indifference, lack of information, or possibly a perceived conflict of interest. In contrast, recusal precludes the member from participation in any aspect of the matter because to participate or to vote would subject the member or the member's organization to liability.

⁸ *Nevada Commission on Ethics v. Carrigan*, 564 U.S. 117 (2011)

arises from a personal or private interest; (ii) a quorum cannot be maintained if the member is excluded; and (iii) the member makes a required disclosure to the secretary of state.⁹

What constitutes a conflict of interest is difficult to summarize. State law recognizes a number of conflicts of interests in statute which are unfortunately not well defined. In addition, many local rules of procedure recognize other circumstances in which a member is not lawfully permitted to participate due to a conflict of interest. As a result, the body's attorney should always be consulted in advance of the meeting regarding a potential conflict of interest. In nearly all situations, the determination of a legally recognized conflict of interest will involve an evaluation of the particular facts surrounding the conflict, the form of decision pending before the body, and the potential for a vote to be entered notwithstanding a conflict of interest.

A declaration that a member has a conflict of interest is not addressed by a declaration to "abstain." Abstention is a declaration of a desire not to vote on a matter for which the member may otherwise lawfully participate and vote. The existence of a conflict of interest creates a legal impediment to participation and voting which can subject the member and the body to potential legal liability.

Recusal from participation due to a conflict of interest should be offered before the body *prior to* or at the *initial opening* of the matter on the agenda. For example, the conflicted member should seek the floor at the initial opening of the matter and proclaim that, "Madam Chairperson, following consultation with our attorney and due to a conflict of interest, I must respectfully recuse myself from all participation in this matter." It is customary for the conflicted member, following declaration of recusal, to leave the dais of the body and take a seat either in the audience or outside the meeting room for the entire consideration of the matter.

- **A Motion is Not a Prerequisite to Discussion or Debate on a Matter.**

In some meeting rules of order, a motion is a necessary prerequisite to discussion or debate. However, such a practice is generally inconsistent with the common practice of local government meetings. Oftentimes, discussion on a problem or proposition sets the basis or background that will lead to an appropriately stated motion. The basis or background more often enables the motion to be tailored to the viewpoints and comments offered during discussion offered prior to any motion. It is not infrequent that a hastily stated motion is later withdrawn or modified following discussion. As a result, efficiency is achieved by permitting motions to be made at an appropriate time which may be before, during, or following robust discussion or deliberation on a matter.

General Rules Governing the Meeting

- Quorum Required. A majority of the members of the Body in office shall constitute a quorum for the transaction of business at all meetings where a quorum is required. In the absence of a quorum, the Body's chairperson, vice chairperson, other officer, or the administrative staff person serving the Body may announce that the meeting is continued due to lack of a quorum and such announcement

⁹ See C.R.S. § 24-18-110.

may include the date, time, and place at which the meeting will be re-convened. By way of example, such announcement may state: "Due to lack of quorum, this meeting is continued to the [state date, time, and place]." In the event any meeting is adjourned to a later date, the Chairperson or the administrative staff person serving the Body shall prepare and cause to be delivered to each member of Body timely notice setting forth the date and hour to which such meeting has been continued. Any announcement of a continuation without a public announcement of the date, time, and place of the continued meeting shall require the issuance of new notice for any public hearings or other matters that require notice.

- Floor Required to Address Body. Except when raising a Point (Point of Order, Point of Information, or Point of Appeal), a Member must first be recognized by the Chairperson and be given the floor in order to address the Body. Speaking without first obtaining the floor is out of order.
- Time Limit for Floor. A Member's right to the floor is limited to five (5) minutes. A Member may request that the Chairperson grant additional time. Such request should customarily be granted by the Chairperson unless the Chairperson determines that other Members are waiting to be recognized to obtain the floor or that meeting efficiency necessitates that the requested extension be denied. When one Member is denied a request for an extension of time to speak, no other Member shall be granted an extension of time for the same agenda item. Speaking in excess of the allocated time is out of order.
- Limitation on Obtaining Floor. A Member should only speak once to any motion or matter under debate until such time that all others seeking the floor have been provided an opportunity to speak to the motion. Obtaining the floor after previously speaking when other members are waiting an opportunity to speak is out of order.
- No Interruptions or Side Discussions. To maintain a clear recorded meeting record, only one person shall speak at any one time. Interrupting a person who has the floor or engaging in side discussions while another person has the floor is out of order.
- Second Required for Debate. All motions must receive a second before debate or discussion may begin. A second does not connote approval of the motion but only that the Member offering the second supports fuller discussion of the motion.
- Chairperson Discretion. The Chairperson may independently decide to deviate from the Rules of Order in order to increase meeting efficiency and to best enable full and informed discussion of a matter before the Body. However, such independent action by the Chairperson remains subject to a Point of Order and Point of Appeal through which a Member can bring the meeting into full compliance with the Rules of Order.
- Voting:
Vote Requirement. A majority vote of the quorum present is required for any motion unless a different requirement is set by these Rules of Order or by applicable law. For example, a supermajority (2/3rds of quorum present) is required for a Motion to Call the Question pursuant to these Rules of Order and a

supermajority (2/3rds of a quorum present) is required for a motion for executive session pursuant to the Colorado Open Meetings Law (C.R.S. § 24-6-402(4)).

Aye or Nay Vote Required. A vote of aye or nay (or another form of affirmative or negative declaration such as “yes” or “no”) shall be taken upon motions. Every Member, when present, must vote aye or nay unless:

- (1) The Member is excused by the Chairperson due to the Member’s declaration of a conflict of interest at the introduction of the agenda item or immediately upon discovery of a legally recognized conflict of interest; or
- (2) The Member is excused by the Chairperson because the member is without sufficient information upon which to enable an informed vote due to an absence at a prior meeting, e.g., the member did not attend the meeting for which meeting minutes are moved for approval.

No Abstention. An unexcused member’s vote to “abstain” or other similar declaration other than “aye” or “nay” shall be recorded as a “nay” vote on the pending motion or matter.

No Explanation of Vote. Members shall not explain their vote except during discussion and deliberation prior to the calling of the vote on the question. Any attempt to explain a vote or to condition the vote immediately prior to casting the vote is out of order.

Chairperson’s Privileges & Duties

- Chairperson to Direct Meeting. The Chairperson is privileged to act as the director of the meeting. The Chairperson shall seek to clarify the actions pending before the Body during the meeting and prior to a vote. For example, the Chairperson is encouraged to restate motions, announce expectations for the meeting agenda, and recommend to the Body the proper procedure or rules for a particular course of action. The Chairperson has a continuing right to the floor although, like any other member, shall be held to compliance with the Rules of Order.
- Chairperson as Parliamentarian. The Chairperson is the meeting parliamentarian and shall decide all questions of process and procedure. Such decisions are subject to appeal by a Point of Appeal. The Chairperson may consult with the Body’s legal counsel or administrative staff to assist in rendering decisions regarding the application of the Rules of Order.
- Chairperson as Facilitator of Discussion. As the meeting director, the Chairperson should generally encourage and enlist other Members to propose or to second motions and to lead initial debate. Nevertheless, the Chairperson is entitled to the same rights as Members regarding the presentation of motions, seconding motions, and debate and may exercise such privilege as deemed appropriate by the Chairperson.

- Temporary Informal Recesses. The Chairperson may declare a temporary recess without motion or consent of the Body. However, no recess shall be declared which would interrupt a member who has properly secured the floor to speak.

Moving Party's Privileges

- At any time *prior to* receiving a second on a motion, the Moving Party may unilaterally withdraw or unilaterally amend a motion provided that the Moving Party has the floor. A motion, *once seconded*, belongs to the decision-making Body and the Moving Party's privileges are limited.
- The Moving Party retains the following limited privileges after the motion receives a second if the Moving Party has properly secured the floor to speak:
 - A. The Moving Party may speak to the rationale, purpose, meaning, or need of the motion prior to the opening of full debate to other members of the Body.
 - B. The Moving Party may withdraw his/her seconded motion unless an objection is raised by Point of Order. An objection to the Moving Party's withdraw of the seconded motion will summarily defeat the Moving Party's request to withdraw.
 - C. The Moving Party may accept a proposed amendment (a "Friendly Amendment") unless an objection is raised by Point of Order. An objection to a Friendly Amendment will summarily defeat the Moving Party's privilege to accept a Friendly Amendment and, in such case, a formal Motion to Amend would be in order.
 - D. During debate, to further explain or clarify the meaning, intent, or purpose of the motion or to otherwise respond to a Point of Information.

Classes & Priority for Points and Motions

There are three classes for motions and points: (1) Privileged; (2) Main; and (3) Subordinate. The class determines the priority or importance of the motion or point and, therefore, determines whether the motion or point is "in order" when made, i.e., if the motion or point proposed is appropriate for the Body to consider at the time it is presented.

- **PRIVILEGED** motions, which include all three Points, do not require a pending main motion on the floor and do not relate directly to a pending question. Privileged motions or points may be raised at any time. Privileged *points* do not require the floor; privileged *motions* require the floor. Privileged motions oftentimes involve an administrative or ministerial aspect of the meeting that needs to be resolved independently of the business then-pending before the Body. The following motions or points are recognized as privileged and are listed *in order of precedence*:
 - Point of Order
 - Point of Information

- Point of Appeal
- Motion to Recess
- Motion for Executive Session
- A **MAIN** motion formally presents to the Body an item for action. A Main motion can be made only when no other motion is pending. If a Main motion is presented when another pending motion or point is before the Body, it is out of order.

Although there are as many Main motions as there are subject matters that a Body may consider, there are four (4) commonly recognized *specific* Main motions used in local government decision-making:

- Motion to Adjourn
- Motion to Reconsider
- Motion to Postpone an Agenda Item to a Date Certain
- Motion to Postpone Indefinitely
- A **SUBORDINATE** motion is related to and supplements or builds upon the Main motion. A Subordinate motion must be dealt with before the Main motion can be voted on. A Subordinate motion is in order only when there is a pending main motion on the floor. Once a seconded Subordinate motion is pending on the floor, neither a MAIN motion nor another Subordinate motion is in order.

There are three (3) recognized Subordinate motions:

- Motion to Amend (a Main Motion)
- Motion to Continue Matter Before the Body to Date Certain
- Motion to Call the Question (Close Debate)

Points and Motions in Detail

A. Points

There are three "Points:" (1) Point of Order; (2) Point of Information; and (3) Point of Appeal. Points do not require a second. They are each "privileged" and may be raised at any time.

- **Point of Order** (or to "raise a question of order" as it is sometimes expressed), is an opportunity for a Member to express an opinion that the rules or procedures of the Body are being violated. The appropriate means of asserting such opportunity is for the member to wait for a break in the discussion and state "Point of Order" and wait to be recognized by the Chairperson. Any existing debate or discussion should cease. Upon the Chairperson's recognition, the member must succinctly state the general rule or procedure believed to be in violation. A point of order should not interrupt another speaker, does not require a second, is not debatable, is not amendable, and cannot be reconsidered. For example:

Member Jones was granted the floor and proposed a motion to approve a site plan. Member Jones then proceeded to discuss the rationale for his motion.

Member Jones: [has the floor and is engaged in debate on a motion, he pauses in his debate]

Member Smith: "Point of Order."

Chairperson: "Excuse me a moment, Mr. Jones. The Chairperson recognizes Ms. Smith."

Member Smith: "I believe we are debating a motion that did not receive a second. I believe that this is out of order because a motion requires a second before debate."

Chairperson: "You are correct Ms. Smith, I do not recall a second was offered. Therefore, let us cease debate. Do I have a second on the motion? [A second is offered]. Thank you for your Point of Order, Ms. Smith. Mr. Jones, you have the floor and may commence debate."

- **Point of Information** is a *request to receive information* on a specific question, either about process, meeting conduct, clarification of a motion, or about a fact at any time during a meeting. A Point of Information is not an opportunity for a member to *provide* information to the Body and should never be used as a means of continuously interrupting the flow of debate. Using a Point of Information to provide information or to interrupt debate would be out of order.

As an example of the proper use of a Point of Information while the Body is engaged in debate on a seconded motion:

Member Quinn: [Has the floor and is offering her thoughts on a pending matter.]

Member Frank: "Madam Chairperson, Point of Information"

Chairperson: "Excuse me a moment, Ms. Quinn. The Chairperson recognizes Member Frank."

Member Frank: "Ms. Quinn said there are more than 5,000 vehicles passing through the Main Street intersection during the peak evening hours. But I recall that our Traffic Engineer stated earlier that the traffic count at the intersection during evening peak hours was only 1,500 vehicles. What is the correct number?"

Chairperson: "Let's have the Traffic Engineer provide us the accurate figure for traffic count."

Following the Traffic Engineer's advisement, Ms. Quinn again has the floor.

- **Point of Appeal** is a request of a member to challenge a decision of the Chairperson concerning the application of the Rules of Order. A Point of Appeal shall customarily be in order immediately following the Chairperson's decision and

may be declared out of order and unavailable where the Body has relied upon the Chairperson's decision and continued the proceeding in reliance upon, or in accordance with, the Chairperson's decision. The member making the Point of Appeal may briefly state his or her reason for the Point, and the Chairperson may briefly explain his or her ruling, but there shall be no further debate on the appeal.

As an example of the use of a Point of Appeal when a motion is pending discussion:

Chairperson: "We have on the floor a Motion to Call the Question that was seconded." The vote on a Motion to Call the Question is not debatable and will require a majority vote of the quorum present."

Member Thomas: "Point of Appeal"

Chairperson: Mr. Thomas has raised a Point of Appeal. Mr. Thomas, you have the floor. What is your appeal?"

Member Thomas: I appeal the Chairperson's decision regarding the required vote on a Motion to Call the Question. A Motion to Call the Question requires a 2/3rds vote pursuant to our Rules of Order.

Chairperson: "My decision regarding the required vote is being appealed. I believe that closing debate is a rather simple matter only requiring a majority vote like a majority of all of our motions."

"We shall now vote on the appeal. Mr. Thomas appeals my decision regarding a vote on a Motion to Call the Question requires a simple majority of this quorum. Mr. Thomas asserts it should be a 2/3rds vote. The question we are now voting on is 'Shall the decision of the Chairperson be sustained?'"

[The Members vote to not sustain (they overturn) the Chairperson's decision.]

Chairperson: "My decision is overturned on appeal. I stand corrected and will now declare that the Motion to Call the Question requires a vote of 2/3rds of the members of the Body. Let us proceed to the consideration of the Motion to Call the Question."

B. Motions

- **Motion to Recess** **(Privileged)**

A Motion to Recess is intended to provide a temporary cessation in the meeting to accommodate matters such as restroom breaks or to consult with legal counsel or administrative staff. The motion should state approximate amount of time for the requested recess as a convenience to other members and the public in attendance. A second is required and the

motion is not debatable and requires an immediate vote. A majority vote of quorum present required for approval.

As an example of a Motion to Recess, such motion might be stated as:

Member Thomas: "I move to recess our meeting for 15 minutes until 7:30."

Member Jones: "Second."

Chairperson: "We have a Motion to Recess on the floor to recess until 7:30. Because this motion is not debatable, would the clerk please call for the vote."

- **Motion to Adjourn (Main)**

Motion to Adjourn is available to cease further action of the Body and immediately terminate the meeting. A Motion to Adjourn is debatable and requires a majority vote of quorum present required. Caution should be exercised when presenting a Motion to Adjourn when items are pending on the agenda that required prior notice (such as public hearing publication or posting of property) because these matters must be properly continued to a future date or new notice published and/or posted.

As an example of a Motion to Adjourn, such motion might be stated as:

Member Thomas: "I move to adjourn this meeting."

Member Jones: "Second."

Chairperson: "We have a Motion to Adjourn on the floor. Member Thomas, did you want to speak to your motion or open any debate?"

Member Thomas: "Thank you. I believe the remaining items on our agenda are not important and it is already 11:00 p.m. I believe we are all tired and can no longer concentrate."

Chairperson: Any other debate? Seeing none, would the clerk please call for the vote. Please note that only a simple majority of our quorum present tonight is needed to adjourn."

- **Motion to Reconsider (Main)**

A Motion to Reconsider is an extraordinary motion that requires a degree of care in presenting and, if approved, care in processing the matter to be reconsidered. A successful Motion to Reconsider will effectively void the prior vote taken on the previously decided motion and cause the matter to be reopened for another motion and a new consideration.

A Motion to Reconsider is only in order at the same meeting at which the decision to be reconsidered was made or at the *next* regular meeting of the

Body. The motion must be made by a member on the prevailing side of the original motion to be reconsidered. The required second on the motion need not be a member from prevailing side. The motion is debatable but only for the reasons to explain or justify reconsideration and not for the purpose of debating the merits of the original motion.

A supermajority vote of 2/3rds of the quorum present is required for approval. All proceedings, testimony, evidence, and debate on the matter presented during the initial consideration of the original matter will remain part of the official record; only the decision or vote taken is voided.

In the event of a successful Motion for Reconsideration, it is recommended that the reconsideration of the original matter be continued to a future date as opposed to being heard at the same meeting in which the Motion for Reconsideration was approved. This recommendation stems from the fact that the matter under reconsideration will likely require new public notice so that interested parties (and possibly an applicant whose rights are being decided) are apprised of the new consideration and can attend and participate in the new consideration. Even when a successful Motion for Reconsideration was presented in the same night as the matter subject to reconsideration, the parties present for the original matter may have departed the meeting after what appeared to those attending to be a final decision on the original motion. Fairness will often dictate that the reconsideration be scheduled for a future date.

As an example of the typical process surrounding a Motion to Reconsider, such motion might be stated as:

Member Thomas: "I move to reconsider our decision to approve Ordinance 14 which required all owners to keep their dogs on leashes at all times. I believe I can make this motion because I voted "yes" on the ordinance and it was approved at our last meeting."

Member Jones: "Second."

Chairperson: "We have on the floor a Motion to Reconsider Ordinance 14 concerning our new dog leash law. Please note that a Motion to Reconsider, if we approve it tonight, will reopen the consideration of Ordinance 14 and require new debate, a new motion, and a new vote. Member Thomas, did you want to speak to your Motion to Reconsider? Please note that you are free to discuss the reason why you wish to seek reconsideration but this is not intended to be a debate of the merits of Ordinance 14 at this time."

Member Thomas: "Thank you. I would like us to reconsider Ordinance 14 because upon reflection over the last week I believe the Ordinance may be too restrictive and we might want to consider allowing an exemption to the

leash requirement for owners that can maintain control over their dogs by using voice command.”

Chairperson: “Any other debate concerning whether we should reconsider Ordinance 14? Seeing none, would the clerk please call for the vote. Please note that this Motion to Reconsider requires a supermajority of 2/3rds of the quorum present tonight to be approved. If approved, our administrative staff will need to schedule Ordinance 14 for discussion at a future date and provide or publish any required notices to the public concerning our reconsideration of Ordinance 14.”

- **Motion to Postpone an Agenda Item to Date Certain (Main)**

A Motion to Postpone an Agenda Item to a Date Certain pertains to a matter that is not presently on the floor but is scheduled for later consideration on the Body’s agenda. The motion must identify a date and time certain for the agenda item to be reset for Body consideration. If the Moving Party desires to *indefinitely* postpone an item, a Motion to Postpone indefinitely is the appropriate motion (see below). The Motion to Postpone an Agenda Item to a Date Certain is debatable. A majority vote of quorum present required for approval.

As an example of a Motion to Postpone an Agenda Item to Date Certain, such motion might be stated as:

Member Smith: “I move to Postpone Agenda Item 8 which pertains to funding of the repainting of the offices in City Hall to our meeting on August 15 at 7:00 p.m. here in our Council Chambers.”

Member Edwards: “Second.”

Chairperson: “We have a Motion to Postpone Agenda Item 8 which pertains to the funding of the repainting of the offices. This motion is debatable, so I would offer Mr. Smith and other Members an opportunity to comment on the motion”.

Member Smith: “I believe that this is not an urgent matter and, quite frankly, there are more pressing matters to fully consider tonight. The August 15 agenda looks like a light meeting.”

Chairperson: “Any other discussion? Seeing none, would the clerk please call for the vote.”

- **Motion to Postpone Indefinitely (Main)**

A Motion to Postpone Indefinitely will effectively kill a matter that is subject to the Body’s consideration (and is usually on the meeting agenda or

scheduled on a future agenda). This motion will remove the matter from the Body's consideration without full debate of the matter and without directly voting the matter down on the matter's merits. It is most commonly used to eliminate a matter from the current and/or future agendas because there is insufficient interest on the Body to hear the matter. As a caution, a Motion to Postpone Indefinitely would not be appropriate where the item involves a quasi-judicial matter for which an applicant has a right to a hearing and opportunity to be heard; legal counsel should be consulted regarding the use of this Motion for any quasi-judicial matter. The motion is debatable. A majority vote of quorum present required for approval. If approved, the matter will not be brought back to the Body unless the Body instructs that the item return for a future agenda.

As an example of a Motion to Postpone Indefinitely, such motion might be stated as:

Member Johnson: "I move to Postpone Indefinitely Agenda Item 2 which pertains to enacting a leash law for all cats in the town."

Member Samuels: "Second."

Chairperson: "We have a Motion to Postpone Agenda Item 2 indefinitely which pertains to our imposing a leash law on cats. This motion is debatable and requires a majority vote of the quorum present tonight. I would offer Ms. Johnson and other Members an opportunity to comment on the motion."

Member Johnson: "I have talked with many citizens about this proposal and believe that we are likely to be harshly criticized should be enact such an ordinance. So I think it is a waste of our time to continue to entertain this idea and I prefer just to eliminate the matter from tonight's agenda and our future consideration."

Chairperson: "Any other discussion? [Member Thomas requests floor]. The floor recognizes, Mr. Thomas. Mr. Thomas you have the floor."

Mr. Thomas: "Thank you. Although I agree with Ms. Johnson about the public sentiment we are likely to hear about leashing cats, I think we should at least open the public debate and have the citizens comment to us directly. So, I oppose the motion to postpone indefinitely."

Chairperson: "Seeing no other discussion, would the clerk please call for the vote."

[Vote fails to gain the required simple majority vote needed for a Motion to Postpone Indefinitely.]

Chairperson: "We do not have the required majority of the quorum so the offered motion is rejected or fails. We will consider the matter of leashing cats as our scheduled Agenda Item 2 tonight."

- **Motion to Amend (a Main Motion) (Subordinate)**

A Motion to Amend (a Main Motion) is applicable only to a Main motion on the floor. The motion must provide specificity as to the intended amendment. The motion is debatable. A majority vote of a quorum present required for approval. A motion to amend is not in order when another motion to amend is already pending (made and seconded) before the Body; e.g., the Body will deal with only one Motion to Amend at a time to avoid confusion.

As an example of a Motion to Amend a Main Motion, such motion might be stated as:

Member Smith: I move to Approve Ordinance No. 6 as presented to us tonight."

Member Jackson: "Second."

Chairperson: "We have a proper Motion on the floor that has received a second to approve Ordinance No. 6. Any discussion?"

Chairperson: "Yes, the Chair recognizes Mr. James. Mr. James, you have the floor."

Member James: "Thank you. I move to amend the motion offered by Ms. Smith to change the amount of the penalty for the first violation stated in Section 1-1-3 on page 3 of Ordinance No. 6 from the stated \$100 for the first offense to \$200 for the first offense."

Member Samuel: "Second."

Chairperson: "We have a Motion to Amend before us to change the penalty in Section 1-1-3 of Ordinance No. 6 from \$100 to \$200 for the first offense. We will take up the Motion to Amend first and decide that Motion before we consider the Main Motion. It is debatable and requires a simple majority vote. I see no one wishing to comment or debate the offered amendment to Ordinance No. 6. Would the clerk call for the vote on the Motion to Amend only."

[Motion receives majority vote of approval.]

Chairperson: "The Motion to Amend is approved so Ordinance No. 6 is now amended to change the penalty for a first offense to \$200. We next turn to the Main Motion to

approve Ordinance 6, now as amended. Any debate on Ordinance No. 6 as amended? Seeing none, would the clerk please call for the vote of Ordinance No. 6 as it was amended.”

- **Motion to Continue Matter to Date Certain (Subordinate)**

A Motion to Continue a Matter (that is before the Body) to a Date Certain postpones to holdover the current motion to a specific date, time, and place stated in the motion. Note that a motion to continue a matter without stating a date certain would operate more like a Motion to Postpone Indefinitely (see above) and would require the matter to be affirmative requested by the Body for future consideration and reintroduced and, when required, new publication of notice of the hearing or discussion. The motion is debatable. A majority vote of a quorum present required for approval.

As an example of a Motion to Continue a Matter to a Date Certain, such motion might be stated as:

Member Smith: “I move to continue this matter under consideration to our meeting on February 23 at 7:00 p.m. here in our Council Chambers.”

Member Edwards: “Second.”

Chairperson: “We have a Motion to Continue this matter we are considering to a date and time certain, that being our meeting of February 23, at 7:00 p.m. here in our Council Chambers. This motion is debatable and only requires a majority of the quorum here this evening. I would offer Mr. Smith and other Members an opportunity to comment on the motion.”

Member Smith: “I believe we need a continuation so that we can have a full opportunity to review the traffic study we received tonight. Without my detailed review of that study, I do not believe I am able to make an informed decision on the matter pending before us.”

Chairperson: “Any other discussion? The Chair recognizes Ms. Hampton.”

Member Hampton: “We have all had the traffic study for more than a month and we received a presentation on the study contents last week. With all respect to Mr. Smith, I believe a majority of us are fully informed and we can decide the issue tonight.”

Chairperson: “Seeing none other request to debate, would the clerk please call for the vote.”

- **Motion to Call the Question** **(Subordinate)**

A Motion to Call the Question (also more correctly phrased as to “Close Debate”) will close further debate and require vote on the motion pending before the Body. The motion applies only to the motion on the floor. The motion is not debatable. Due to the fact that such a motion will forestall the Body’s ability to discuss the merits of the pending matter, a supermajority vote of 2/3rds of the quorum present is required for approval in order that the Body evidences a strong intent that continuing debate is not necessary to decide the matter.

As an example of a Motion to Call the Question (or Close Debate), such motion might be stated as:

[A debatable motion is pending before the Body and the Body is engaged in debate.]

Member Bernie: “I move to Call the Question.”

Member Jones: “Second.”

Chairperson: “We have Motion to call the Question which will, if approved, close all debate on the matter presently before us and require a vote. This motion is not debatable. This motion will require a supermajority of our quorum by 2/3rds. Would the clerk please call for the vote.”

Chairperson: “The Motion to Call the Question is approved by a 2/3rds vote. Would the Clerk please call for the vote on the main motion.”

- **Motion for Executive Session** **(Privileged)**

Executive sessions are expressly permitted by state law to allow the Body to discuss certain topics in a closed non-public setting. The most common authorized executive session topics for local government include:

- A. Purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest; except that no executive session shall be held for the purpose of concealing the fact that a member of the local public body has a personal interest in such purchase, acquisition, lease, transfer, or sale.¹⁰
- B. Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions. Mere presence or participation of an attorney at an executive session of the local public body is not sufficient to qualify the executive session as a session involving legal advice.¹¹

¹⁰ C.R.S. § 24-6-402(4)(a).

¹¹ C.R.S. § 24-6-402(4)(b).

- C. Matters required to be kept confidential by federal or state law or rules and regulations. The Body shall announce the specific citation of the statutes or rules that are the basis for such confidentiality before holding the executive session.¹²
- D. Specialized details of security arrangements or investigations, including defenses against terrorism, both domestic and foreign, and including where disclosure of the matters discussed might reveal information that could be used for the purpose of committing, or avoiding prosecution for, a violation of the law.¹³
- E. Determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators.¹⁴
- F. Personnel matters *except if* the employee who is the subject of the session has requested an open meeting, or if the personnel matter involves more than one employee, all of the employees have requested an open meeting.¹⁵ However, you cannot hold an executive session for “personal matters” to discuss:
 - (i) an elected official or an appointed member of the Body;¹⁶ or
 - (ii) the appointment of a person to fill an appointed¹⁷ or elective office; or
 - (iii) personnel policies that do not require the discussion of matters personal to particular employees.¹⁸
- G. Consideration of any documents protected by the mandatory nondisclosure provisions of the "Colorado Open Records Act",¹⁹ except that all consideration of documents or records that are work product as defined in C.R.S. § 24-72-202 or that are subject to the governmental or deliberative process privilege shall occur in a public meeting unless an executive session is otherwise allowed pursuant to state law.

Because the authorized purposes for executive session are limited and because errors in calling for an executive session *may* result in the session discussion becoming subject to public disclosure or actions, if any,

¹² C.R.S. § 24-6-402(4)(c).

¹³ C.R.S. § 24-6-402(4)(d).

¹⁴ C.R.S. § 24-6-402(4)(e).

¹⁵ C.R.S. § 24-6-402(4)(f)(I).

¹⁶ C.R.S. § 24-6-402(4)(f)(II).

¹⁷ Id. A special statutory provision of the Colorado Open Meetings Law (C.R.S. § 24-6-402(3.5)) may authorize non-public executive sessions to conduct some of the business associated with selecting the chief executive officer (commonly considered as the “city manager” or “town administrator.”) Consult your local counsel to understand the steps necessary to hold these special forms of non-public public meetings.

¹⁸ C.R.S. § 24-6-402(4)(II).

¹⁹ Id.

invalidated, it is always advised to obtain legal advice regarding each motion.

Unlike other matters that will be open for public discussion, debated, and possibly decided by the Body, it is not necessary that the Executive Session be listed on the meeting agenda in advance. Oftentimes, the Body has no need for an executive session and the need arises during the meeting. For example, the need for legal advice may not be known until evidence or information is presented that give rise to a question requiring consultation with the Body's counsel.

The Motion for Executive Session must include the citation to Colorado Revised Statute subsection authorizing session and a brief description of subject matter.

The motion is debatable. However, care should be taken during debate to not disclose any confidential or sensitive information that might undermine the purpose of the executive session. For example, a town board member may state in debate during the public meeting that an executive session should be held to allow the council to decide "whether to spend up to \$2,000,000 on the acquisition of the vacant Thompson Property for a public park." Such public disclosure would essentially undermine the purpose of the executive session, that is, to give the town board the opportunity to determine negotiation strategy and the total amount willing to be paid to the seller for the Thompson Property. More appropriate would be to declare in debate that the executive session is needed to "allow the town board to decide the maximum amount the negotiation team can offer in negotiation."

Very importantly, a supermajority of 2/3rds of quorum present required for approval pursuant to the Colorado Open Meetings Law.

As an example of a Motion for Executive Session to obtain legal advice, such motion might be stated as follows:

Member Thomas: "I move to hold an executive session pursuant to C.R.S. § 24-6-402(4)(b) to receive legal advice on the right to impose a condition on the proposed rezoning application under discussion."

Member Jones: "Second."

Chairperson: "Is there any debate on this motion? Seeing none, would the clerk please call for the vote." Please note that the vote required for executive session is a 2/3rds of the quorum present tonight."

[Vote by the Body is taken and the vote is unanimous.]

Chairperson: "We are now authorized to enter into executive session."

Suspension of Rules

A. Chairperson May Suspend

Subject to challenge by Point of Appeal, the Chairperson may unilaterally elect to suspend operation of any rule provided by these Rules of Order; provided, however, that the Chairperson shall not be authorized to suspend or alter the vote required on any motion or matter.

B. Suspension of Rules

Any member may move to suspend the applicability of a rule of order by proposing a main motion; provided, however, that no motion may suspend or alter the vote required on any motion or matter. Such motion shall be presented only as a main motion which motion shall require a second, be subject to debate, and shall require a majority vote of the quorum present for adoption.

Matrix of Points and Motions

Type	MOTION	Floor Required?	When in Order?	Second Required?	Debatable ?	Vote Required
Point	Point of Order	No	Any time	No	No	-
Point	Point of Information	No	Any time	No	No	-
Point	Point of Appeal	No	Immediately following decision	No	Yes	Majority of quorum
Main	Main Motion	Yes	When no other motion is pending	Yes	Yes	Usually majority. Depends on law or regulation Section 3.9
Main	Adjourn	Yes	When no motion pending	Yes	Yes	Majority of quorum
Main	Postpone (an item on the agenda)	Yes	When no motion pending	Yes	Yes	Majority of quorum
Subsidiary	Continue (a pending matter or pending motion)	Yes	When matter or motion is pending	Yes	Yes	Majority of quorum
Subsidiary	Close Debate	Yes	When motion pending	Yes	No	2/3rds of quorum
Subsidiary	Table	Yes	When matter or motion is pending	Yes	No	Majority of quorum
Subsidiary	Amend (a pending motion)	Yes		Yes	Yes	Majority of quorum

Type	MOTION	Floor Required?	When in Order?	Second Required?	Debatable ?	Vote Required
Privileged	Recess	Yes	Any time	Yes	No	Majority of quorum
Privileged	Executive Session	Yes	For Legal Advice: Any time For other reason: When no matter or motion pending	Yes	Yes, provided that the debate does not disclose confidential information	2/3rds of quorum
Privileged	Reconsider	Yes	When no matter or motion pending, and at either at the same meeting at which the decision to be reconsidered was made <i>or</i> at the <i>next</i> regular meeting of the body. Otherwise, such motion is unavailable and out of order.	Yes	Yes, as to reason but not to debate original motion	2/3rds of quorum



Town Managers Report

DATE: January 04, 2024

REPORT PERIOD: December 05, 2023 – January 04, 2024

This report focuses on items within the Town Board Meeting Agenda and also on work completed during the report period listed above.

TOWN BOARD MEETING AGENDA ITEMS

VI. UNFINISHED BUSINESS:

- A. Rock Creek Housing Project Update: Work on RCHP infrastructure has begun with Canyon Construction focusing on water piping installation. Work continues on construction services considerations with Fading West and local contractors. I will be advertising a Construction Service RFP shortly seeking construction services for housing construction support. Work also continues on short-term construction financing needs and on home ownership services provided by Homes Fund. I will bring more information to you for review on the construction financing options once I have some options for your consideration. Homes Fund has initiated homebuyer education classes for 2024 and is including Ignacio housing options in their information to perspective homebuyers. Lastly, I continue to meet with the SUGF on the multi-family build. They are still waiting on CDS funding approval from Congress. Please contact me with any questions.
- B. ELHI Lease Purchase Agreement Discussion: The Town and School District are working on a Memorandum of Lease which is a document that is needed by the title company and recorded with La Plata County. We can discuss this during our meeting. Work is also complete by the title company and the subject of the executive session.

VII. NEW BUSINESS:

- A. Friends of the Library Special Event Liquor License: Information on this request is in your packet. A public hearing and action is needed on this agenda item.
- B. Resolution 01-2024 – Town Board Posting and Meeting Location: This is the annual resolution needed for designating meeting and agenda posting locations.
- C. Ordinance 360 – Setting Compensation for Trustees and Mayor: This ordinance establishes new compensation levels for Mayor and Trustees. This item was discussed previously and agreed to be brought to the Town Board for consideration and also included in the 2024 budget. A public hearing and action is needed on this agenda item.
- D. 2024 Fines and Fee Schedule: This is a schedule that is adopted annually along with the budget adoption. There have been some minor changes to this schedule including the establishment of fees for Town equipment. This is needed due to the Towns work on various

utility projects that require a reimbursement rate for utilization of Town equipment. A public hearing and action is needed on this agenda item.

- E. Utility Rate Increase: The Town has been increasing the base charges for Water, Gas, Sewer and Irrigation annually at the CPI-U inflation index. This year that increase is 4.5% and base rates have been increased to reflect this increase which is necessary to keep pace with inflationary increases. No rate increases are applied to the Southern Ute Utility Department rates for water, gas and sewer rates. A public hearing and action is needed on this agenda item.
- F. Resolution 02-2024 – Adopting 2024 Budget: This resolution is for the adoption of the Town’s 2024 budget. We have had several work sessions on the budget and Town Board directives have been included in the final draft of the budget. There are several projects and the ELHI acquisition also denoted in the budget for 2024. Staff has worked hard to compile year-end estimates for revenues and expenditures for all funds and also ensured 2024 revenue projections and expenditures are accurately denoted in the budget. The Town budget continues to grow with increased projects and activity within the town. The final budget shows that some general fund reserves will be needed for acquisitions primarily. The Town Board completed a public hearing in December for the budget and continued the approval of the budget to this meeting due to the changes in assessed valuations resulting from the special legislative session in November. The changes in assessed valuations did reduce the Town property tax revenue slightly. A public hearing and action is needed on this agenda item.
- G. Ordinance 361 – Appropriating Funds for the 2024 Budget: This is the ordinance appropriating funds for the 2024 budget which is required every year with the adoption of the annual budget.
- H. Resolution 03-2024 – Certifying the Mill Levy for 2024: Approval of this resolution is necessary to certify the Town Mill Levy rate for 2024. The 2024 Mill Levy is 4.481 and the total La Plata County assessed valuation is \$8,695,390. Estimated property taxes for 2024 are \$39,491.
- I. Ordinance 362 – Repeal of Ordinance 151: Ordinance 151 was previously passed in 1995 and effectively vacated a portion of Burns Avenue Right of Way (ROW). Recent research on this ROW indicates that ownership of this property was in question at the time of Ordinance 151 and remains unclear at this time. Work with adjoining property owners on cleaning up property boundaries and ROW’s is ongoing and repeal of this ordinance will help bring clarity and allow for work to be clearly denoted on a revised boundary plat that is underway and hopefully will be presented for approval in a few months. The property issues along CR 320A are messy and I am trying to clear this up and establish dedicated ROW for this roadway. I can provide more details during the meeting, if needed.
- J. Draft Town Property Development Request For Proposals: This RFP seeks development proposals from interested developers who can utilize Town property for development that promotes economic development or affordable housing. Utilization of Town property requires a public process and this allows for full public participation. Staff discussed whether the Town Board would entertain development on Town property after inquiries from interested parties focused on Town property. Please review this draft and we can discuss it during the meeting.

VII.D TOWN MANAGER REPORT

Town Storm Drainage Project: The Town is preparing to begin this project and will work on this through winter, weather permitting. A grant extension has been submitted due to pending expiration of this grant in 2024. Please contact Jeremy or me with any questions.

Grants: I have applied for an EIAF grant for the final phase of the natural gas pipeline replacement project. I also will be applying for an Administrative grant for downtown development which will build upon the work completed by the CU UTA work. I have also submitted a regional grant for the RHA which if awarded will require the Town to be the fiscal agent. There is no match required by the Town on this grant. There are several other grants on my radar and I'll keep the Board apprised of all grant work. Please contact me with any questions.

Broadband Initiatives: The Tribe formally started this project December 4th and work continues on the installation of fiber conduit in Town. Town staff have been overseeing the work to ensure all utilities are protected and not damaged during boring processes. The Tribe anticipates lighting some sections of the network this spring.

ELHI Lease Purchase Agreement: The Town continues to work with the school district on completing closing conditions. We have scheduled an executive session to discuss these and more information will follow. Please contact me with any questions.

Meetings Attended – I continue to attend numerous conference calls and webinars remotely on a variety of matters, as well as on multiple grant opportunities. I continually exchange multiple emails and phone calls on related town matters and projects.

Please contact me with any questions on the above material or if in need of anything. Thanks!