



**IGNACIO TOWN BOARD MEETING AGENDA**  
**Monday, February 12, 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/81478342020>; or Attendees wishing to participate by phone shall call: 346-248-7799 and key in Webinar ID Number: 814 7834 2020.*

*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 January 8, 2024
  - B. January 2024 Accounting Reports
- VI. UNFINISHED BUSINESS:**
  - A. Rock Creek Update
  - B. ELHI Purchase Update
    1. Memorandum of Lease for Title Company
    2. Resolution 04-2024 – Clarifying Signature Authority for ELHI Documents
  - C. Town of Ignacio Property Request for Proposals Draft Review
- VII. NEW BUSINESS**
  - A. Resolution 05-2024 – Canceling 2024 Municipal Election – Action Item
  - B. Get Your Girl Power Funding Request from Women’s Resource Center – Presentation by Tammy Tyner
  - C. Town of Ignacio 2024 Fines and Fees – Action Item
  - D. Resolution 06-2024 – Initiating Annexation of 515 Burns Ave into the Town of Ignacio – Action Item
  - E. National Flood Insurance Program Participation Discussion – Action Item
  - F. Stronger Communities RHA Grant Letter of Participation
- 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**
- XII. ADJOURNMENT**

02/07/24  
16:45:26

TOWN OF IGNACIO  
Check Register for Checking  
For the Accounting Period: 1/24

Page: 1 of 5  
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
-97688	E	845 HOME DEPOT CREDIT SERVICES	263.38	01/02/24	1/24	CL 17202	263.38
-97687	E	893 AT&T	394.28	01/02/24	1/24	CL 17208	394.28
-97686	E	974 LA PLATA ELECTRIC ASSN INC	2005.05	01/02/24	1/24	CL 17209	2005.05
-97685	E	737 PITNEY BOWES INC	503.50	01/16/24	1/24	CL 17232	503.50
-97684	E	1187 Cardmember Service (TBK Bank)	287.62	01/16/24	1/24	CL 17239	287.62
-97683	E	1187 Cardmember Service (TBK Bank)	143.86	01/16/24	1/24	CL 17240	143.86
-97682	E	1187 Cardmember Service (TBK Bank)	355.39	01/16/24	1/24	CL 17241	355.39
-97681	E	1187 Cardmember Service (TBK Bank)	154.39	01/16/24	1/24	CL 17242	154.39
-97680	E	1187 Cardmember Service (TBK Bank)	39.06	01/16/24	1/24	CL 17243	39.06
-97679	E	1187 Cardmember Service (TBK Bank)	285.33	01/16/24	1/24	CL 17244	285.33
-97678	E	1187 Cardmember Service (TBK Bank)	485.67	01/16/24	1/24	CL 17245	485.67
-97677	E	1187 Cardmember Service (TBK Bank)	1369.44	01/16/24	1/24	CL 17246	1369.44
-97676	E	1187 Cardmember Service (TBK Bank)	36.15	01/16/24	1/24	CL 17247	36.15
-97675	E	1187 Cardmember Service (TBK Bank)	2272.69	01/16/24	1/24	CL 17249	2272.69
-97674	E	1187 Cardmember Service (TBK Bank)	872.61	01/16/24	1/24	CL 17250	872.61
-97673	E	1187 Cardmember Service (TBK Bank)	695.11	01/16/24	1/24	CL 17251	695.11
-97672	E	1187 Cardmember Service (TBK Bank)	773.09	01/16/24	1/24	CL 17252	773.09
-97671	E	1187 Cardmember Service (TBK Bank)	54.78	01/16/24	1/24	CL 17253	54.78
-97670	E	1187 Cardmember Service (TBK Bank)	404.22	01/16/24	1/24	CL 17255	404.22
-97669	E	143 STATE OF COLORADO-SALES TAX	1813.96	01/16/24	1/24	CL 17266	1813.96
-97668	E	1187 Cardmember Service (TBK Bank)	696.36	01/16/24	1/24	CL 17268	696.36
7089 *	S	20 ALERT SIGNS & EQUIPMENT	700.93	01/02/24	-----	CL 17212	700.93
7090	S	1263 Colorado Department of Transportation	43157.45	01/02/24	1/24	CL 17198	43157.45
7091	S	764 COLORADO MUNICIPAL LEAGUE	823.00	01/02/24	1/24	CL 17200	823.00

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TOWN OF IGNACIO  
Check Register for Checking  
For the Accounting Period: 1/24

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Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
7092	S	791 COLORADO RURAL WATER ASSOC	300.00	01/02/24	1/24	CL 17201	300.00
7093	S	263 GALLS, LLC.	115.55	01/02/24	1/24	CL 17213	115.55
7094	S	279 GREEN ANALYTICAL LABORATORIES	289.00	01/02/24	1/24	CL 17204	289.00
7095	S	1130 IMAGENET CONSULTING LLC	3776.45	01/02/24	1/24	CL 17206	3776.45
7096	S	1150 In Compliance Products, Inc.	50.00	01/02/24	1/24	CL 17203	50.00
7097	S	1279 Kaufman's West, LLC	12318.60	01/02/24	1/24	CL 17207	12318.60
7098	S	1046 LAW OFFICE OF DAVID LIBERMAN	1239.50	01/02/24	1/24	CL 17214	1239.50
7099	S	1213 Schmueser Gordon Meyer, Inc. dba SGM	813.00	01/02/24	1/24	CL 17210	813.00
7100	S	1172 Short Elliott Hendrickson, Inc.	9629.00	01/02/24	1/24	CL 17199	9629.00
7101	S	854 SKY UTE CASINO RESORT	2718.40	01/02/24	1/24	CL 17205	2718.40
7102	S	690 WACI-CI TRADING COMPANY	79.99	01/02/24	1/24	CL 17211	79.99
7108 *	S	1282 Ziems Ford Corners	69119.00	01/11/24	1/24	CL 17254	69119.00
7109	S	53 AUTO PARTS INC	65.46	01/16/24	1/24	CL 17260	65.46
7110	S	220 BALLANTINE COMMUNICATIONS INC	45.72	01/16/24	1/24	CL 17235	45.72
7111	S	1179 Blue360 Media, LLC	242.00	01/16/24	1/24	CL 17227	242.00
7112	S	91 BRENNAN OIL COMPANY	226.37	01/16/24	1/24	CL 17230	226.37
7113	S	1272 Canyon Construction Company	172830.64	01/16/24	1/24	CL 17259	172830.64
7114	S	921 CASCADE WATER	35.00	01/16/24	1/24	CL 17234	35.00
7115	S	121 CIRSA	15860.10	01/16/24	1/24	CL 17219	15860.10
7116	S	976 CIRSA WC	8521.86	01/16/24	1/24	CL 17216	8521.86
7117	S	762 COLORADO POLICE PROTECTION ASSOCIATION	540.00	01/16/24	1/24	CL 17223	540.00
7118	S	869 DRUG & ALCOHOL TESTING ASSOC	300.00	01/16/24	1/24	CL 17220	300.00
7119	S	237 ENERGY OUTREACH COLORADO	338.25	01/16/24	1/24	CL 17257	338.25
7120	S	971 FASTTRACK COMMUNICATIONS INC	402.22	01/16/24	1/24	CL 17233	402.22

02/07/24  
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TOWN OF IGNACIO  
Check Register for Checking  
For the Accounting Period: 1/24

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Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
7121	S	1240 Ferguson Waterworks #1116	31663.90	01/16/24	1/24	CL 17215	31663.90
7122	S	903 FIRESTONE OF DURANGO	799.55	01/16/24	1/24	CL 17228	799.55
7123	S	257 FOUR CORNERS WELDING & GAS SUPPLY	481.68	01/16/24	1/24	CL 17262	481.68
7124	S	908 HEART SAFE LA PLATA	450.00	01/16/24	1/24	CL 17218	450.00
7125	S	981 HI PERFORMANCE CARWASH LLC	13.24	01/16/24	1/24	CL 17258	13.24
7126	S	1114 HOMES FUND INC	1808.00	01/16/24	1/24	CL 17226	1808.00
7127	S	1203 Ignacio Auto	1463.18	01/16/24	1/24	CL 17222	1463.18
7128	S	873 IGNACIO CHAMBER OF COMMERCE	60.00	01/16/24	1/24	CL 17229	60.00
7129	S	1130 IMAGENET CONSULTING LLC	1725.00	01/16/24	1/24	CL 17236	1725.00
7130	S	894 KRISTIN ROEHRS	750.00	01/16/24	1/24	CL 17238	750.00
7131	S	1280 Leak Locators of Montana	4631.00	01/16/24	1/24	CL 17221	4631.00
7132	S	394 LEWIS TRUE VALUE MERCANTILE	404.30	01/16/24	1/24	CL 17261	404.30
7133	S	1035 LEXIPOL LLC	2599.67	01/16/24	1/24	CL 17224	2599.67
7134	S	990 REAL TIME NETWORKS	1799.00	01/16/24	1/24	CL 17231	1799.00
7135	S	1264 Republic Services #657	3053.96	01/16/24	1/24	CL 17237	3053.96
7136	S	1281 Rocky Mountain Water Env. Assoc.	35.00	01/16/24	1/24	CL 17263	35.00
7137	S	1213 Schmueser Gordon Meyer, Inc. dba SGM	3040.00	01/16/24	1/24	CL 17264	3040.00
7138	S	970 SECOR	10477.50	01/16/24	1/24	CL 17265	10477.50
7139	S	600 SOUTHERN UTE UTILITIES DIVISION	69058.58	01/16/24	1/24	CL 17267	69058.58
7140	S	632 TARGET RENTAL	686.92	01/16/24	1/24	CL 17269	686.92
7141	S	650 TOWN OF IGNACIO	1100.91	01/16/24	1/24	CL 17256	1100.91
7142	S	675 UTILITY NOTIFICATION CENTER OF CO	252.84	01/16/24	1/24	CL 17217	252.84
7143	S	1272 Canyon Construction Company	105020.73	01/22/24	1/24	CL 17271	105020.73
7144	S	1059 DURANGO TRUCK ACCESSORIES	10533.86	01/22/24	1/24	CL 17270	10533.86

Total for Claim Checks  
Count for Claim Checks

610352.25  
72

\* denotes missing check number(s)

# of Checks: 72

Total: 610352.25

02/07/24  
16:45:26

TOWN OF IGNACIO  
Fund Summary for Claim Check Register  
For the Accounting Period: 1/24

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Fund/Account	Amount
100 GENERAL FUND	
110230	153,927.49
300 CAPITAL IMPROVEMENT FUND	
110230	370,891.07
610 WATER FUND	
110230	17,491.02
620 GAS FUND	
110230	34,350.08
630 SEWER FUND	
110230	32,680.47
640 IRRIGATION FUND	
110230	1,012.12
Total:	610,352.25

# TOWN OF IGNACIO

2023			2024	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	52,435.76					
Jan	59,491.23	59,491.23	2 Feb	60,498.68	1,007.45	1.69%	60,498.68	1,007.45	1.69%
Feb	46,445.64	105,936.87	3 Mar			0.00%	60,498.68		0.00%
Mar	44,651.23	150,588.10	4 Apr			0.00%	60,498.68		0.00%
Apr	48,413.47	199,001.57	5 May			0.00%	60,498.68		0.00%
May	48,118.71	247,120.28	6 Jun			0.00%	60,498.68		0.00%
Jun	51,416.18	298,536.46	7 Jul			0.00%	60,498.68		0.00%
Jul	47,069.92	345,606.38	8 Aug			0.00%	60,498.68		0.00%
Aug	51,249.72	396,856.10	9 Sep			0.00%	60,498.68		0.00%
Sep	50,337.91	447,194.01	10 Oct			0.00%	60,498.68		0.00%
Oct	52,000.17	499,194.18	11 Nov			0.00%	60,498.68		0.00%
Nov	60,980.48	560,174.66	12 Dec			0.00%	60,498.68		0.00%
Dec	52,435.76	612,610.42	Jan			0.00%	60,498.68		0.00%
<b>City Sales Tax Total</b>	<b>612,610.42</b>		<b>City Total</b>	<b>112,934.44</b>					0.14%
<b>2023 BUDGET</b>	<b>500,000.00</b>		<b>2024 BUDGET</b>	<b>500,000.00</b>					

2023			2024	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	99,970.00					
		-	2 Feb						
Jan	87,867.00	87,867.00	3 Mar			0.00%	0.00		0.00%
Feb	89,282.00	177,149.00	4 Apr			0.00%	0.00		0.00%
Mar	98,894.00	276,043.00	5 May			0.00%	0.00		0.00%
Apr	93,396.00	369,439.00	6 Jun			0.00%	0.00		0.00%
May	105,714.00	475,153.00	7 Jul			0.00%	0.00		0.00%
Jun	118,127.00	593,280.00	8 Aug			0.00%	0.00		0.00%
Jul	119,823.00	713,103.00	9 Sep			0.00%	0.00		0.00%
Aug	118,596.00	831,699.00	10 Oct			0.00%	0.00		0.00%
Sep	115,270.00	946,969.00	11 Nov			0.00%	0.00		0.00%
Oct	110,432.00	1,057,401.00	12 Dec			0.00%	0.00		0.00%
Nov	99,970.00	1,157,371.00	Jan			0.00%	0.00		0.00%
Dec		1,157,371.00	Feb						
<b>County Total</b>	<b>1,157,371.00</b>		<b>County Total</b>	<b>99,970.00</b>					0.00%
<b>2023 BUDGET</b>	<b>1,100,000.00</b>		<b>2024 BUDGET</b>	<b>1,100,000.00</b>					

02/07/24  
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TOWN OF IGNACIO  
Cash Report  
For the Accounting Period: 1/24

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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	-678,690.25	440,692.80	50,191.25	22.10	300,776.71	-488,605.01
110250 Savings Account	149,965.40	19.65	0.00	0.00	50,000.00	99,985.05
110270 Investment Account	2,426,532.11	10,356.56	0.00	300,000.00	0.00	2,136,888.67
<b>Total Fund</b>	<b>1,897,907.26</b>	<b>451,069.01</b>	<b>50,191.25</b>	<b>300,022.10</b>	<b>350,776.71</b>	<b>1,748,368.71</b>
300 CAPITAL IMPROVEMENT FUND						
110230 Operating Account	219,945.45	0.00	0.00	0.00	370,891.07	-150,945.62
110270 Investment Account	458,130.25	2,160.68	0.00	0.00	0.00	460,290.93
<b>Total Fund</b>	<b>678,075.70</b>	<b>2,160.68</b>			<b>370,891.07</b>	<b>309,345.31</b>
400 CONSERVATION TRUST FUND						
110230 Operating Account	23,618.51	0.00	0.00	0.00	0.00	23,618.51
110270 Investment Account	82,632.05	389.71	0.00	0.00	0.00	83,021.76
<b>Total Fund</b>	<b>106,250.56</b>	<b>389.71</b>				<b>106,640.27</b>
500 ECONOMIC DEVELOPMENT FUND						
110230 Operating Account	48,486.65	0.00	0.00	0.00	0.00	48,486.65
110270 Investment Account	20,149.02	545.99	0.00	0.00	0.00	20,695.01
<b>Total Fund</b>	<b>68,635.67</b>	<b>545.99</b>				<b>69,181.66</b>
610 WATER FUND						
110230 Operating Account	117,615.53	22,057.02	29.47	158.62	17,491.02	122,052.38
110270 Investment Account	47,360.09	223.37	0.00	0.00	0.00	47,583.46
<b>Total Fund</b>	<b>164,975.62</b>	<b>22,280.39</b>	<b>29.47</b>	<b>158.62</b>	<b>17,491.02</b>	<b>169,635.84</b>
620 GAS FUND						
110230 Operating Account	248,912.61	46,204.38	0.00	140.11	34,398.95	260,577.93
110270 Investment Account	145,542.60	686.43	0.00	0.00	0.00	146,229.03
<b>Total Fund</b>	<b>394,455.21</b>	<b>46,890.81</b>		<b>140.11</b>	<b>34,398.95</b>	<b>406,806.96</b>
630 SEWER FUND						
110230 Operating Account	152,084.26	53,487.85	19.40	195.40	32,680.47	172,715.64
110270 Investment Account	204.78	0.93	0.00	0.00	0.00	205.71
<b>Total Fund</b>	<b>152,289.04</b>	<b>53,488.78</b>	<b>19.40</b>	<b>195.40</b>	<b>32,680.47</b>	<b>172,921.35</b>
640 IRRIGATION FUND						
110230 Operating Account	41,829.46	0.00	0.00	0.00	1,012.12	40,817.34
110270 Investment Account	11,011.54	51.88	0.00	0.00	0.00	11,063.42
<b>Total Fund</b>	<b>52,841.00</b>	<b>51.88</b>			<b>1,012.12</b>	<b>51,880.76</b>
910 PAYROLL CLEARING FUND						
110230 Operating Account	10,774.90	0.00	146,789.94	148,229.70	0.00	9,335.14
930 CLAIMS CLEARING FUND						
110230 Operating Account	6,217.49	0.00	610,352.25	614,467.47	0.00	2,102.27
<b>Totals</b>	<b>3,532,422.45</b>	<b>576,877.25</b>	<b>807,382.31</b>	<b>1,063,213.40</b>	<b>807,250.34</b>	<b>3,046,218.27</b>

\*\*\* 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.

02/07/24  
16:50:28

TOWN OF IGNACIO  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 1 / 24

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Report ID: B110F

Fund	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
100 GENERAL FUND	151,369.78	151,369.78	2,206,447.00	2,055,077.22	7 %
300 CAPITAL IMPROVEMENT FUND	2,160.68	2,160.68	2,477,874.00	2,475,713.32	0 %
400 CONSERVATION TRUST FUND	389.71	389.71	39,500.00	39,110.29	1 %
500 ECONOMIC DEVELOPMENT FUND	545.99	545.99	1,714,567.00	1,714,021.01	0 %
610 WATER FUND	25,233.61	25,233.61	330,235.00	305,001.39	8 %
620 GAS FUND	52,907.70	52,907.70	946,900.00	893,992.30	6 %
630 SEWER FUND	58,367.59	58,367.59	619,982.00	561,614.41	9 %
640 IRRIGATION FUND	51.88	51.88	45,058.00	45,006.12	0 %
Grand Total:	291,026.94	291,026.94	8,380,563.00	8,089,536.06	3 %

02/07/24  
16:50:58

TOWN OF IGNACIO  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 1 / 24

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Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Comm.
100 GENERAL FUND	300,585.46	300,585.46	2,697,137.00	2,697,137.00	2,396,551.54	11%
300 CAPITAL IMPROVEMENT FUND	370,891.07	370,891.07	2,437,338.00	2,437,338.00	2,066,446.93	15%
400 CONSERVATION TRUST FUND	0.00	0.00	42,000.00	42,000.00	42,000.00	0%
500 ECONOMIC DEVELOPMENT FUND	0.00	0.00	2,231,560.00	2,231,560.00	2,231,560.00	0%
610 WATER FUND	17,491.02	17,491.02	326,214.00	326,214.00	308,722.98	5%
620 GAS FUND	34,350.08	34,350.08	1,144,339.00	1,144,339.00	1,109,988.92	3%
630 SEWER FUND	32,680.47	32,680.47	564,497.00	564,497.00	531,816.53	6%
640 IRRIGATION FUND	1,012.12	1,012.12	46,730.00	46,730.00	45,717.88	2%
Grand Total:	757,010.22	757,010.22	9,489,815.00	9,489,815.00	8,732,804.78	8%

02/07/24  
16:51:37

TOWN OF IGNACIO  
Payroll Summary For Payrolls from 01/01/24 to 01/31/24

Page: 1 of 2  
Report ID: F130

Total for Payroll Checks  
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	Employee	Employer	Amount
	-----	-----	-----
COMA HOURS (Comp Time Accumulated)	21.75		
COMP HOURS (Comp Time Used)	8.00		201.44
HOL HOURS (Holiday Pay)	450.00		16,278.06
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		1,813.78
OVER HOURS (Overtime)	119.00		5,690.05
REG HOURS (Regular Time)	2,438.00		85,309.65
SICK HOURS (Sick Time)	162.50		6,179.08
VACA HOURS (Vacation Time Used)	72.00		3,053.66
GROSS PAY	118,691.86	0.00	
NET PAY	82,577.46	0.00	
NET PAY (CHECKS)	7,150.21		
NET PAY (DIRECT DEPOSIT)	75,427.25		
AFLAC-AFTERTAX	703.04	839.18	
AFLAC-PRETAX	1,019.26	60.08	
CEBT DENTAL	542.00	230.00	
CEBT HEALTH	4,020.00	13,274.00	
CEBT LIFE	136.45	45.78	
CEBT VISION	72.00	36.00	
EMPL WEAPONS AD	131.97	0.00	
FIT	10,249.72	0.00	
FPPA	5,727.74	4,770.32	
FPPA DROP	1,152.00	0.00	
FPPA-457	999.10	0.00	
FPPA-AD&D	0.00	1,445.14	
GARNISHMENT2	46.14	0.00	
MEDICARE	1,634.69	1,634.69	
MISSIONSQUARE/I	2,378.84	2,272.64	
SIT	4,048.27	0.00	
SOCIAL SECURITY	3,253.18	3,253.18	
UNEMPL. INSUR.	0.00	237.07	
BANK 4	4,723.32	0.00	
BANK 8-SAVINGS	2,957.82	0.00	
COMM BANK OF CO	10,483.99	0.00	
CU OF COLORADO	3,961.14	0.00	
SANDIA LAB FCU	200.00	0.00	
TBK BANK	7,129.06	0.00	
USAA	6,105.40	0.00	
VECTRA BANK CO	69.26	0.00	
WELLS FARGO	37,049.44	0.00	
WELLS FARGO N.A	138.52	0.00	
WELLS FARGO NEV	69.26	0.00	
WELLS FARGO OR	2,540.04	0.00	
FIT/SIT BASE	102,478.33	0.00	
MEDICARE BASE	112,736.01	0.00	
SOC SEC BASE	52,471.06	0.00	
UN BASE	118,525.72	0.00	

02/07/24  
16:51:37

TOWN OF IGNACIO  
Payroll Summary For Payrolls from 01/01/24 to 01/31/24

Page: 2 of 2  
Report ID: P130

Total 28,098.08  
Total Payroll Expense (Gross Pay + Employer Contributions): 146,789.94

Check Summary

-----  
Payroll Checks Prev. Out. \$1,838.42  
Payroll Checks Issued \$7,196.35  
Payroll Checks Redeemed \$8,873.18  
Payroll Checks Outstanding \$161.59  
Electronic Checks \$139,356.52

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
-----	-----	-----	-----	-----
Social Security	6506.36	6506.36		221700
Medicare	3269.38	3269.38		221710
Unempl. Insur.	237.07		237.07	221760
FIT	10249.72	10249.72		221720
SIT	4048.27	4048.27		221730
FPPA	10498.06	10498.06		221742
AFLAC-PRETAX	1079.34	1079.34		221757
EMPL WEAPONS AD	131.97	131.97		221782
FPPA-457	999.10	999.10		221742
FPPA-AD&D	1445.14	1445.14		221743
MISSIONSQUARE/I	4651.48	4651.48		221741
AFLAC-AFTERTAX	1542.22	1542.22		221757
CEBT DENTAL	772.00	772.00		221754
CEBT HEALTH	17294.00	17294.00		221751
CEBT LIFE	182.23	182.23		221755
CEBT VISION	108.00	108.00		221756
GARNISHMENT2	46.14	46.14		221781
FPPA DROP	1152.00	1152.00		221742
Total Ded.	64212.48	0.00	63975.41	237.07

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



**GRAPHICASSASSIN**

**Website Development**  
**Ignaciohousing.com**



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## Background

I began my career as a professional designer attending the Colorado Institute of Art in 1996. In 2005 I established J3 Media and served over 300 companies in their online content and website needs. In 2008 I sold J3 Media and established Graphic Assassin to serve a smaller number of exclusive clients. I have over ~20,000 hours of graphic design and web development experience.

## Site Design & Development Goals

The goals of this site are:

1. Create a site that promotes the affordable housing project in Ignacio.
2. Build the framework to expand on the website as the business develops.

## Scope of Work

### 1. Site functionality, platform, and content

- A. WordPress CMS – Open source/ Easy scalability.
- B. Enfold theme framework - drag and drop framework.
- C. SEO Architecture and integration within the site.
- D. Templated page design.
- E. Site security setup.

### 2. Design look and feel of the site

The site will be designed with a captivating clean look and feel. A mockup of the site landing page and internal page along with menu structure will be created. This mockup will be reviewed with you and any revisions will be made until you are happy with the look of your new site.

- A. Home Page – Answer the questions of Who, What, Where and How.
- B. About Page – Will talk about the project, partnerships, approach and resources.
- C. Project Page – Will List all the different options of homes and will also display the lots/houses available.
- D. News Page – Latest News
- E. Contact Page – Contact form and contact information.

### 3. Site framework build

Once the look and feel has been designed and approved the framework and look of the site is built out.

### 4. Content Build

Once the framework is built out along with the menu system and look and feel, the content of the site and pages are built.

---

## 5. Test site

The Site functionality is tested to make sure everything is working correctly. This includes:

- A. Responsive design / Phones and tablets
- B. Site Speed
- C. Any other functionality
- D. At this phase we will also do any cleanup work necessary

## 6. Move site to live.

- 1. Tie in google analytics through site kit
- 2. Speed test
- 3. Retest functionality
- 4. Set up SEO for pages

## Project Schedule

Project schedule will be determined at the time of proposal acceptance.

A typical logo and landing page launch takes 4-6 weeks. This includes:

- Content gathering, discovery: week 1.
- Design: week 2-3 Website layout.
- Development: week 3-6.
- Testing and deployment.

## Cost Estimate

There are many variables that go into developing a website. I'm estimating a total of 30 - 45 hours from concept to competition.

**Total Estimated Cost of website development:** \$3750 - \$5,625

**Ongoing maintenance** will be charged at an hourly rate of \$125 per/hr. when support is needed.

## Examples of logos and websites built by Graphic Assassin:

<https://graphicassassin.com/>

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Website Deliverables	Client Deliverables
<ul style="list-style-type: none"><li>• Website Copy</li><li>• Site build and code with (WordPress backend and Enfold theme framework)</li><li>• SEO Architecture</li><li>• Google Analytics and Webmaster tools setup</li><li>• Site upload and testing (mobile, IE 10 and up, Firefox, Chrome, Safari)</li><li>• Site Backup setup</li><li>• Linkage setup to all social media needed.</li><li>• Site Security setup</li><li>• Page template and duplication</li></ul>	<ul style="list-style-type: none"><li>• 3 days turn around on approval requests.</li><li>• Providing Josh Potter all content, photos and other material needed to design/develop the website per contract. Josh Potter is not responsible for typos or copyright infringement in the content the client provides.</li><li>• Delivery of artwork content in electronic format (jpeg, gif, psd, eps and ai image files).</li><li>• Delivery of text content in digital form.</li><li>• Appropriate licenses and copyrights for all materials supplied to Josh Potter for use in the project.</li><li>• Prompt follow up on email and phone questions.</li></ul>

## Summary

I appreciate the opportunity to assist The Ignacio Housing Project in the development of your next generation website.

Cheers,

A handwritten signature in black ink, appearing to read "Josh Potter". The signature is stylized with a large, looping initial "J" and "P".

Josh Potter

---

## Terms:

1. Payment. All invoices are due upon receipt. Client will remit a 50% down to begin development, and 50% upon completion. This form and all attached documents are used as an estimate and assignment confirmation. All time and amounts quoted are estimates. Josh Potter will inform the client should he go overtime.
2. Time and Materials. All work is performed on a time and materials basis. Client will be charged for 100% of the time and material costs of the assignment.
3. Ownership of design. Client shall retain ownership of all design.
4. Intellectual Property. All intellectual property rights, titles and interest respecting the content provided by the client, shall belong to the client.
5. Josh Potter estimates 4-6 weeks to complete this project. Time estimate assumes timely delivery of all content and approvals necessary to complete the project. **WORK CANNOT BE SCHEDULED TO BEGIN UNTIL ALL CONTENT IS DELIVERED AND WE CANNOT GET AN ACCURATE IDEA OF PROJECT LENGTH AND DESIGN PARAMETERS WITHOUT CONTENT.** Delays in delivering content and approvals will delay the project and could result in additional fees.

## Acceptance

\_\_\_\_\_ Date: \_\_\_\_\_

## 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

## **RESOLUTION 04-2024**

### **A RESOLUTION CLARIFYING SIGNATURE AUTHORITY ON PURCHASE AND LEASE DOCUMENTS FOR THE ELHI BUILDING**

WHEREAS, on May 8, 2023, Ordinance 356 was duly adopted by the Town Board and signed by the Mayor, approving the Lease Purchase Agreement for the ELHI Property; and

WHEREAS, the Lease Purchase Agreement between the Ignacio School District No 11-JT and the Town of Ignacio, which was approved by Ordinance 356, was signed by Mark Garcia, Town Manager; and

WHEREAS, clarification is necessary for the purpose of who has signature authority on documents related to the Lease Purchase agreement and title work.

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

1. Mark Garcia, Town Manager, has authority to sign any and all documents relating to the Lease Purchase Agreement between Ignacio School District No 11-JT and the Town of Ignacio.

**Passed, Approved and Adopted this 12<sup>th</sup> day of February, 2024.**

---

Clark Craig, Mayor

ATTEST:

---

Tuggy Dunton, Town Clerk



## **Town of Ignacio**

### **Town Property Development Request for Proposals**

### **February 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:

<b>Parcel Name</b>	<b>Parcel Location</b>	<b>Parcel Size</b>	<b>Parcel Zoning</b>
Slaughter House CR	320B	5.8 acres	Community/Public
Ignacio South	El Paso Road Alley	3.3 acres	Community/Public
Goddard Avenue	Goddard Avenue	7 lots	Mixed Use
Cedar Street	Cedar Street	.5 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. Additionally, all approved development plans will have to abide by all Land Use and Development Code requirements.

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](mailto:mgarcia@townofignacio.com).

## **RESOLUTION 05-2024**

### **A RESOLUTION AUTHORIZING THE TOWN CLERK TO CANCEL THE 2024 MUNICIPAL ELECTION.**

WHEREAS, Colorado Revised Statutes, Section 31-10-507 authorizes the Board of Trustees of the Town of Ignacio, Colorado to cancel the election by Resolution; and

WHEREAS, under Ordinance 330 of the Town of Ignacio and Section 1-5-2 of the Town of Ignacio Municipal Code provides that if the only matter before the voters is the election of persons to office and there are not more candidates than offices to be filled at such election, the Town Clerk, if instructed by the Board of Trustees, may cancel the Election and the Board of Trustees may declare the candidates elected; and

WHEREAS, there are only two candidates for election to the Town Board for the three offices available as of the close of business on January 29, 2024.

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

1. The Town Clerk is authorized to cancel the April 2, 2024, Town of Ignacio Regular Municipal Election.
2. Since the election is cancelled, on February 12, 2024, the following candidates for office for the Town of Ignacio Board of Trustees shall be declared elected for the term commencing on April 2, 2024:

*Alison deKay, Trustee, 4 year term*

*James Jordan Bulwan, Trustee, 4 year term*

3. The Town Clerk shall seek letters of interest from qualified electors within the Town of Ignacio who would be willing to accept a two-year appointment from the Town Board of Trustees to serve as a Trustee until the next Regular Municipal Election. A qualified elector is defined as: A U.S. Citizen; eighteen (18) years old by April 2, 2024, (Election Day); a registered elector in Precinct 24; a resident of the Town of Ignacio (Precinct 24) for the twelve (12) consecutive months prior to April 2, 2024. This appointment will take place after the Trustees who have been declared elected have been sworn in.
4. The Town Clerk shall publish this Resolution in its entirety and post a copy at the Polling Place (Abel F. Atencio Community Room at 570 Goddard Avenue) and in not less than one other public place.

**Passed, Approved, Adopted, and Ordered Published on this 12<sup>th</sup> day of February, 2024.**

---

Clark Craig, Mayor

ATTEST:

---

Tuggy Dunton, Town Clerk



### **Our Mission**

*The Women's Resource Center advocates for the personal empowerment and economic self-sufficiency of women and families in La Plata County.*

---

**Tammy Tyner**

**Executive Director**

679 E. Second Ave, Unit 6

Durango, CO 81301

E-mail: [director@wrcdurango.org](mailto:director@wrcdurango.org)

Phone: 970.247.1242

FAX: 970.247.8722

Tax ID: 74-2483766

January 8, 2024

Dear Town of Ignacio Board:

On behalf of Women's Resource Center and Ignacio Elementary School, I want to introduce you to our Get Your Girl Power program!

We would be privileged with tremendous support from Town of Ignacio, and your generosity will truly make a difference in providing critical programming to children right here in La Plata County. We would like to partner with you, and we are requesting \$1,500 for our *Get Your Girl Power* (GYGP) program to be held in April or May of this year.

Women's Resource Center recognizes that a foundational education is the best way to avoid a life of poverty. This year our organization marks the our second year helping Ignacio fifth-grade girls, and our 10<sup>th</sup> year of helping Bayfield fifth-grade girls, with their transition into middle school through our GYGP program held each spring. Upon preparing for this year's GYGP, we learned from school counselors that our precious youth are not only experiencing typical adolescent challenges, but they are also struggling with life satisfaction and resiliency following the recent pandemic. We were told that our programming is more vital now than ever before.

During the one-day conference, Ignacio youth learn from peers and adult community members about negotiating the challenges that often interfere with completing a high school education. The conference includes workshops and time spent with peers and female professionals in our community. In addition, the workshops are designed to complement the Colorado Health Standards, a requirement for each school. The conference covers workshops in three tracks; advocacy, healthy relationships, and positive self-image. The girls' program shows the importance of self-esteem and building self-confidence, identifying one's strengths, all-encompassing healthy living, communication skills, cyber and social media awareness, quick and easy tools that cut through stress, worries and anxiety, and the importance of staying in school. The goal of the conference is to teach girls the skills they'll need to successfully negotiate life's trials and tribulations, so that those challenges don't interfere with their education and ultimate career goals.



Community Partner

The objectives of the *Get Your Girl Power* program are:

- show girls the importance of eating healthy and living a healthy lifestyle,
- show girls how to identify bullying behaviors, intervene on behalf of others, embrace diversity, and accept others,
- discuss and roleplay the keys to good communication and healthy relationships, with an emphasis on the impact of cyber awareness,
- reiterate the importance of staying in school and how with an education, any dream is attainable,
- make sure that the girls know that every girl can grow up to become a self-confident, self-sufficient leader in her community, and
- help the girls understand that leaders are real people who believe in themselves and can do anything they set their minds to accomplish.

Please help us provide skills and tools to our youth so they can embrace diversity, develop independence, stay in school, and become self-confident, self-sufficient leaders within the community.

With just \$1,500 from the Town of Ignacio, this program will be made available at Ignacio Elementary School.

Together we can make a difference!

Thank you,



Tammy Tyner  
Executive Director

Mission Statement: Women's Resource Center advocates for the personal empowerment and economic self-sufficiency of women and girls in La Plata County.

EIN: 74-2483766

# 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 PT Employees = 1 FT Employee. Business located within Town Limits. Annual Renewal by Dec 31st.	
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.	
Community Room Use	\$30.00 per hour / \$200 per day
Copies	\$0.10/black & white, \$0.25/color
CORA Request	\$30.00 per hour after first hour (copies = \$0.20/pg, scan = \$1.00, printed & scanned = \$1.00 + data compilation time + copy fee)
Dog License Fixed:	\$10.00 (Annual Renewal by December 31 <sup>st</sup> )
Dog License Unfixed/Intact:	\$15.00 (Annual Renewal by December 31 <sup>st</sup> )
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/Rest./Tavern)	\$250.00
Liquor License Occupational Tax (Retail Store)	\$150.00
Liquor License Premise Modification Fee	\$50.00
Liquor License Renewal (Hotel/Rest./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
Reconnect Fee (10 <sup>th</sup> 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/pg, if more than 10 pgs
Service of Papers	\$50.00

### **LAND USE FEES AND FINES**

Annexation Process	\$1,500.00
Board of Adjustment Review	\$75.00
Commercial Subdivision Sketch Plan Review	\$500.00
Commercial Subdivision Preliminary Plat	\$500.00
Commercial Subdivision Final Plat	\$500.00
Conditional Use Permit	\$75.00
Excavation & ROW Use Permit	\$25.00
Land Use Application Fee	\$100.00
Residential Subdivision MINOR Sketch to Final Plat	\$700.00
Residential Subdivision MAJOR Sketch Plan Review	\$500.00
Preliminary Plat	\$500.00
Final Plat	\$500.00
Solar Permit Application	\$25.00
Sign Permit Application	\$25.00
Special Use Permit	\$75.00
Zoning: Rezoning request	\$300.00
FINE for non-compliance Muni Code Chapter II	1st offense \$50.00
	2nd offense \$100.00
	3rd offense Court Determined

## **EQUIPMENT & LABOR RATES**

**The following rates are for TOWN USE ONLY for reimbursement requests and matching funds for grants.**

**This equipment and labor is not for public use.**

<b><u>Equipment and Labor</u></b>	<b><u>Rate</u></b>
Mini Excavator	\$62.75/hour
Dump Truck 5-yard	\$45.25/hour
Back Hoe 60-90 HP	\$53.38/hour
Skid Steer Loader	\$53.38/hour
Skid Steer Broom Attachment	\$17.38/ hour
Excavator with thumb 210 HP	\$71.65/hour
Heavy Utility Truck, fuel tank and tools	\$45.00/hour
Hydro-Vac Trailer	\$82.00/hour
Utility Truck with tools	42.00/hour
Supervisor	\$72.00/hour
Foreman	\$64.00/hour
Equipment Operators	\$60.00/hour
Trench Box	\$115.00/day
Concrete Saw (walk behind)	\$152.00/day
Roller Compactor (walk behind)	\$350.00/day
Jumping Jack Compactor	\$115.00/day

**RESOLUTION NO. 06-2024**

**A RESOLUTION AUTHORIZING THE INITIATION OF ANNEXATION  
PROCEEDINGS FOR 515 BURNS AVENUE**

WHEREAS, the Town of Ignacio desires to follow CRS 31-12-108 setting a public hearing date and time to determine if the proposed annexation complies with sections 31-12-104 and 31-12-105 and parts thereof; and

WHEREAS, annexation application, an annexation plat and other required information has been submitted fulfilling annexation requirements; and

WHEREAS, CRS 31-12-108 stipulates that a hearing to review the subject annexation shall be held not less than 30 days nor more than 60 days after the effective date of the resolution setting the hearing.

NOW, THEREFORE, LET IT HEREBY BE RESOLVED that a public hearing before the Town Board of Trustees for the purpose of reviewing this annexation is established for March 11, 2024.

PASSED AND APPROVED by the Town Board of Trustees of Ignacio, Colorado, on the 12<sup>th</sup> day of February, 2024.

**TOWN OF IGNACIO, COLORADO**

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Clark Craig, Mayor

**ATTEST:**

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Tuggy Dunton, Town Clerk/Treasurer



# Federal Emergency Management Agency

Washington, D.C. 20472

October 25, 2023

CERTIFIED MAIL  
RETURN RECEIPT REQUESTED

IN REPLY REFER TO:  
19P

The Honorable Clark Craig  
Mayor, Town of Ignacio  
P.O. Box 459  
Ignacio, Colorado 81137

Community Name: Town of Ignacio,  
La Plata County,  
Colorado  
Community No.: 080268  
Map Panels Affected: See FIRM Index

Dear Mayor Craig:

This is to notify you of the final flood hazard determination for La Plata County, Colorado and Incorporated Areas, in compliance with Title 44, Chapter I, Part 67, Section 67.11, Code of Federal Regulations (CFR). This section requires that notice of final flood hazards shall be sent to the Chief Executive Officer of the community, all individual appellants, and the State Coordinating Agency, and shall be published in the *Federal Register*.

The statutory 90-day appeal period that was initiated for your community when the Department of Homeland Security's Federal Emergency Management Agency (FEMA) published a notice of proposed flood hazard determinations for your community in the local newspaper has elapsed. FEMA did not receive any appeals of the proposed flood hazard determinations or submittals regarding the Revised Preliminary Flood Insurance Study (FIS) report and Flood Insurance Rate Map (FIRM) during that time.

Accordingly, the flood hazard determinations for your community are considered final. The final notice for flood hazard determinations will be published in the *Federal Register* as soon as possible. The FIS report and FIRM for your community will become effective on April 25, 2024. Before the effective date, we will send your community final printed copies of the FIS report and FIRM. For insurance purposes, the community number and new suffix code for the panels being revised are indicated on the FIRM and must be used for all new policies and renewals.

Because the FIS report for your community has been completed, certain additional requirements must be met under Section 1361 of the National Flood Insurance Act of 1968, as amended, within 6 months from the date of this letter.

It must be emphasized that all the standards specified in 44 CFR Part 60.3(d) of the National Flood Insurance Program (NFIP) regulations must be enacted in a legally enforceable document. This includes adoption of the current effective FIS report and FIRM to which the regulations

apply and other modifications made by this map revision. Some of the standards should already have been enacted by your community in order to establish initial eligibility in the NFIP. Your community can meet any additional requirements by taking one of the following actions in this Paragraph of the NFIP regulations:

1. Amending existing regulations to incorporate any additional requirements of 44 CFR Part 60.3(d);
2. Adopting all the standards of 44 CFR Part 60.3(d) into one new, comprehensive set of regulations; or
3. Showing evidence that regulations have previously been adopted that meet or exceed the minimum requirements of 44 CFR Part 60.3(d).

Also, prior to the effective date, your community is required, as a condition of continued eligibility in the NFIP, to adopt or show evidence of adoption of the floodplain management regulations that meet the standards of 44 CFR Part 60.3(d) of the NFIP regulations by the effective date of the FIRM. These standards are the minimum requirements and do not supersede any State or local requirements of a more stringent nature.

Many states and communities have adopted building codes based on the International Codes (I-Codes); the model I-Codes (2009 and more recent editions) contain flood provisions that either meet or exceed the minimum requirements of the NFIP for buildings and structures. The model codes also contain provisions, currently found in an appendix to the International Building Code, that apply to other types of development and NFIP requirements. In these cases, communities should request review by the NFIP State Coordinator to ensure that local floodplain management regulations are coordinated (not duplicative or inconsistent) with the State or Local building code. FEMA's resource, *Reducing Flood Losses through the International Code: Coordinating Building Codes and Floodplain Management Regulations, 5th Edition (2019)*, provides some guidance on this subject and is available at <https://www.fema.gov/emergency-managers/risk-management/building-science/building-codes/flood>.

Communities that fail to enact the necessary floodplain management regulations will be suspended from participation in the NFIP and subject to the prohibitions contained in Section 202(a) of the Flood Disaster Protection Act of 1973 (Public Law 93-234) as amended, and 44 CFR Part 59.24.

To assist your community in maintaining the FIRM, we reviewed our records to determine if any previous Letters of Map Change (LOMCs) (i.e., Letters of Map Amendment, Letters of Map Revision) will be superseded when the revised FIRM becomes effective. According to our records, no LOMCs were issued previously.

Once the FIS report and FIRM are printed and distributed, the digital files containing the flood hazard data for the entire county can be provided for use in a computer mapping system. These files can be used in conjunction with other thematic data for floodplain management purposes,

insurance requirements, and many other planning applications. Copies of the digital files of the FIRM panels may be obtained by calling our FEMA Mapping and Insurance eXchange (FMIX), toll free, at (877) 336-2627 (877-FEMA MAP) or by visiting the Map Service Center at <https://www.msc.fema.gov>. In addition, your community may be eligible for additional credits under our Community Rating System if you implement your activities using digital mapping files.

For assistance with your floodplain management ordinance or enacting the floodplain management regulations, please contact Doug Mahan, CFM, State NFIP Coordinator by telephone at (303) 866-3441. If you should require any additional information, we suggest that you contact the Director, Mitigation Division of FEMA, Region VIII at (303) 235-4975 for assistance. If you have any questions concerning mapping issues in general, please call our FMIX at the telephone number shown above. Additional information and resources you may find helpful regarding the NFIP and floodplain management can be found on our website at <https://www.fema.gov/flood-maps>. Copies of these documents may also be obtained by calling our FMIX.

Sincerely,

A handwritten signature in black ink, appearing to read 'Luis Rodriguez', with a stylized flourish at the end.

Luis Rodriguez, P.E., Director  
Engineering and Modeling Division  
Federal Insurance and Mitigation Administration

cc: Community Map Repository  
Mark Garcia, Town Manager, Town of Ignacio

# **FEMA Flood Insurance Rate Maps**

## **MAP ADOPTION AND CONTINUED PARTICIPATION IN THE National Flood Insurance Program (NFIP)**

### **ADOPTION DEADLINE DATE: April 25, 2024**

FEMA has notified your community that the updated Flood Insurance Study (FIS) and Flood Insurance Rate Maps (FIRM) will be effective **April 25, 2024**. Your community's continued participation in the NFIP is incumbent on a valid and effective floodplain ordinance and active floodplain development management by the community's designated Floodplain Administrator.

**Prior to the deadline**, your community is required, per 44 CFR 60.2(h) and as a condition of continued eligibility in the NFIP, to adopt and make effective floodplain management regulations that include the updated Flood Insurance Study and Flood Insurance Rate Maps.

A community that is participating in the National Flood Insurance Program will be **sanctioned** the day after a new/updated FEMA FIRM and FIS is effective if the floodplain ordinance has not been updated.

If a community is sanctioned in the NFIP:

#### **1. NEW FLOOD INSURANCE POLICIES**

**No new NFIP flood insurance policies may be written.**

This may impact new or refinanced loans on properties in the Special Flood Hazard Area. Federal law requires flood insurance to be carried for the life of the loan as a condition of any loan insured, regulated, or backed by the federal government (e.g. Fannie Mae, Freddie Mac, FHA, VA loans)

#### **2. EXISTING FLOOD INSURANCE POLICIES**

**Any existing NFIP policies will remain in effect until the policy end-date; claims can be made on a valid policy.**

At the time of policy renewal, if the community is still sanctioned, the policy cannot be renewed which may impact continuity of coverage for the policy holder.

#### **3. DISASTER DECLARATIONS**

- a. Private property in the SFHA of a sanctioned community is not eligible for repair or replacement compensation.
- b. For flood events, Small Business Administration disaster loans may not be available for properties without flood insurance – regardless of flood zone.

#### **4. FLOOD MITIGATION ASSISTANCE (FMA) & BUILDING RESILIENT INFRASTRUCTURE AND COMMUNITIES (BRIC) GRANT PROGRAMS**

Federal grants may not be available for sanctioned communities. It is also the practice of the State of Colorado to require communities seeking state flood hazard mitigation funds to be participating and in good standing with the NFIP.

# FEMA Flood Insurance Rate Maps

## MAP ADOPTION AND CONTINUED PARTICIPATION IN THE National Flood Insurance Program (NFIP)

### HOW TO AVOID SANCTION

1. Update your floodplain ordinance and adopt by the **April 25, 2024 deadline**.
2. To ensure compliance, the community's updated ordinance should include the full title and effective date of the new Flood Insurance Study; ***"Flood Insurance Study, La Plata County, Colorado and Incorporated Areas; (April 25, 2024)"***.
3. The ordinance must be passed and effective by the deadline.
4. A copy of the signed and adopted ordinance/resolution must be provided by the deadline to both FEMA and the State at the following email addresses:
  - [doug.mahan@state.co.us](mailto:doug.mahan@state.co.us)
  - [willem.lensink@state.co.us](mailto:willem.lensink@state.co.us)
  - [laura.stahnke@fema.dhs.gov](mailto:laura.stahnke@fema.dhs.gov)
5. **Do not hesitate, begin the adoption process immediately.** Depending on your community's rules and procedures, it may take several months for your updated ordinance to be heard, approved, adopted & made effective. Please set calendar reminders.
6. To avoid delays in adoption, it is recommended the community provide a draft of the updated ordinance to the state and/or FEMA for review to ensure it meets state and NFIP requirements prior to adoption.
7. The community may want to consider auto-adoption recognition for this and future updates to the FIS/FIRM. More information on auto-adoption is available upon request.

It is recommended use this opportunity to review your current floodplain development regulations as a whole to confirm it meets NFIP rules and to update with any new or additional local requirements. It is also recommended that draft copies of the community's floodplain resolution/ordinance be reviewed by the state prior to adoption to ensure it meets FEMA NFIP requirements.

Thank you for your attention to this important matter and please contact the following with any questions you may have:

**Doug Mahan, NFIP CAP Coordinator**  
[doug.mahan@state.co.us](mailto:doug.mahan@state.co.us)  
303-866-3441 x3221

**Willem Lensink, NFIP CAP Specialist**  
[willem.lensink@state.co.us](mailto:willem.lensink@state.co.us)  
303-866-3441 x3260

# Disaster Assistance When a Community is Not Participating in the National Flood Insurance Program

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This fact sheet provides information to individuals and communities on the receipt of FEMA disaster assistance when a community is not participating in the National Flood Insurance Program.

A community's participation in the National Flood Insurance Program (NFIP) is voluntary and communities must apply to participate. When a community has been identified by FEMA as an area with special flood hazards, and the community is not participating in the National Flood Insurance Program, the community may be sanctioned. In addition, financial assistance for acquisition or construction purposes, including, in some cases, federal disaster assistance, may not be available in those areas.

## Community Participation in the National Flood Insurance Program

The NFIP can provide flood insurance coverage only in those states and communities that adopt and enforce floodplain management measures that meet the minimum NFIP requirements set by regulation.<sup>1</sup> FEMA identifies Special Flood Hazard Areas (SFHAs) - the land area in the floodplain subject to a 1% or greater chance of flooding in any given year - on Flood Insurance Rate Maps (FIRMs).

Newly identified communities that do not have a map will have one year after they are identified as flood prone (the FIRM effective date) to participate in the program, or sanctions apply.<sup>2</sup> Sanctions also apply to communities participating in the NFIP that are suspended or withdraw from the program.<sup>3</sup> When a community is sanctioned,

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<sup>1</sup> United States Code Title 42, § 4012(c) Flood Insurance Purchase and Compliance Requirements; Code of Federal Regulations Title 44, Part 60 Criteria for Land Management and Use

<sup>2</sup> Id. § 4105 Disaster Mitigation Requirements

<sup>3</sup> Code of Federal Regulations Title 44 § 59.24 Suspension of Community Eligibility



**FEMA**

federal officers and agencies are prohibited from approving any financial assistance for acquisition or construction purposes in an area of special flood hazard in the community.<sup>4</sup>

Financial assistance for acquisition or construction purposes includes:

- Financial assistance for the acquisition, construction, reconstruction, repair, or improvement of any publicly or privately owned building or mobile home, and for any machinery, equipment, fixtures, and furnishings contained or to be contained therein.
- The purchase or subsidization of mortgages or mortgage loans.
- Federal disaster assistance in connection with a flood under the [Robert T. Stafford Disaster Relief and Emergency Assistance Act](#).
- To determine if a community participates in the National Flood Insurance Program, visit [FEMA's Community Status Book](#) webpage.

## Federal Disaster Assistance Limitations

As stated, previously, when a community is sanctioned, federal officers and agencies are prohibited from approving any financial assistance for acquisition or construction purposes in an area of special flood hazard in the community. This restriction does not apply to federal disaster assistance under the Stafford Act, unless the assistance is in connection with a flood.<sup>5</sup>

**Table 1: Specific Restrictions apply to disaster assistance in Special Flood Hazard Areas in non-participating communities**

	Always Eligible	Eligible in Disasters Other than Flood
Public Assistance – Emergency Work	Yes	
Public Assistance – Permanent Work		Yes
Individual Assistance – Rental Assistance	Yes	
Individual Assistance – Other Needs Assistance	Yes	
Individual Assistance – Real and Personal Property		Yes (unless items are uninsurable)
Hazard Mitigation		Yes

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<sup>4</sup> Title 42 United States Code § 4106 Non-Participation in Flood Insurance

<sup>5</sup> Title 42 United States Code § 4103

## Public Assistance (PA) Program

- Eligible: Emergency Work
  - No restrictions apply. Eligible debris removal efforts and emergency protective measures under Sections 403, 407, and 502 of the Stafford Act (42 U.S.C. §§ 5170b, 5173, and 5192) are still eligible in communities that do not participate in the National Flood Insurance Program.
- Not Eligible: Permanent Work
  - The permanent repair, restoration, or replacement of otherwise eligible facilities under Section 406 of the Stafford Act (42 U.S.C. §5172) are not eligible under Public Assistance for those facilities located in an identified Special Flood Hazard Area, when that community is not participating in the program and the damages were incurred by flood. Consideration may be given for approved alternate projects when such projects are located outside of the SFHA. The PA program will provide assistance for uninsurable facilities, i.e. bridges, roads, walkways, etc.

## Individual Assistance (IA) Program

### Housing Assistance

- Eligible: Rental assistance or lodging expenses, such as the reimbursement of hotel or motel expenses, or when rental properties are not available direct housing assistance may be provided.
- Not eligible: Grants to permanently repair or replace insurable real and/or personal property, damaged by a flood.

### Other Needs Assistance

- Eligible: Assistance for medical, dental, funeral costs, transportation and other expenses authorized under Section 408(e) of the Stafford Act (42 U.S.C. § 5174(e)). FEMA will consider referrals from [the Small Business Administration \(SBA\)](#) to meet these needs, when the agency denies a loan for such expenses and refers the application to FEMA.
- Not eligible: Personal property losses that could have been insured by National Flood Insurance Program (such as appliances, clothing, and furniture).

In accordance with Code of Federal Regulations Title 44 § 206.110(k)(2), if a sanctioned community applies and joins the National Flood Insurance Program within six months of the federal disaster declaration, these limitations on federal disaster assistance will be lifted under the Individual Assistance program.

## Hazard Mitigation Grant Program (HMGP)

The Hazard Mitigation Grant Program is one of three Hazard Mitigation Assistance (HMA) program grants that FEMA offers. HMGP mitigation sub-applications for projects sited within a Special Flood Hazard Area are eligible only if the jurisdiction in which the project is located is participating in the NFIP.

Hazard Mitigation Assistance grants cannot be given for acquisition or construction purposes if the site is located in a designated SFHA in a community that does not participate in the program. Non-participating communities may submit projects to the Hazard Mitigation Grant Program only if the projects are located in an unmapped area or areas outside the SFHA. Refer to the current [2015 Hazard Mitigation Assistance Guidance](#) on FEMA's website for more information.

## For More Information

For further information on federal disaster assistance from the U.S. Small Business Administration, the U.S. Department of Agriculture (USDA), and the Housing and Urban Development (HUD), visit the following:

- [Disaster Loan Program](#) at the Small Business Administration
- Farm Service Agency [Disaster Assistance Programs](#) at the U.S. Department of Agriculture  
<https://www.fsa.usda.gov/programs-and-services/disaster-assistance-program/index>
- U.S. Housing and Urban Development [Disaster Resources](#)

If a community decides to participate in the National Flood Insurance Program, visit FEMA's [Floodplain Management](#) webpage for more information.



**Town of Ignacio**

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February 8, 2024

Robyn DiFalco  
Local Planning Capacity Grant Program Manager  
Community Development Office  
Division of Local Government, DOLA  
1313 Sherman Street, Room 521  
Denver, CO 80203

**Reference: Local Planning Capacity Grant Application**

Dear Ms. DiFalco,

The Town of Ignacio is submitting a Local Planning Capacity grant for the La Plata County Regional Housing Alliance (RHA), which is our regional housing organization that is comprised of La Plata County, City of Durango and Town of Bayfield. The RHA is working hard on numerous housing issues in La Plata County and this grant will greatly help build capacity for all member organizations.

If the RHA is awarded a Local Planning Capacity Grant, funds would provide critical technical assistance and immediately increase capacity by funding more dedicated contracted time for programmatic tasks and hire consultants to create one-time programmatic infrastructure. These proposed activities are critical pieces to ensuring the RHA service area can meet Proposition 123 baseline commitments.

The Town of Ignacio is supportive and happy to facilitate this grant program and put essential grant funds to work via the RHA. Hopefully, we will be working with you on this grant, and grant administration, if awarded. Please contact me if you have any questions on this grant or on the unique relationship between the RHA and the member organizations. Thank you.

Sincerely,

Clark Craig  
Mayor



## **Ignacio Police Department**

**February - 2024**

KP

January was a busy month for Training. We had the Sexual Assault Services Organization (SASO) here to do In-service training. We also had training on a new program that assesses dangers associated with Domestic Violence incidents/arrests, that is referred to as Lethality Assessment Program. This puts the jails, courts and District Attorney on notice that are safety concerns and everyone in the system knows that at the beginning of a case or intervention.

Officer Boyce also re-certified on the FBI's Arrest Control Tactics (40hrs) and will also train all IPD officers on the new laws and standards that come with the new training.

In February, all officers will be re-certified on the use of the police Radar.

We have been meeting with SUPD, Los Pinos Fire and the School District to discuss safety protocols and specifically, Student Reunification if the need arises to securely move students and staff to an off-site location for that purpose.

Officer Martin is in the process of up-fitting our new police vehicles and hopes to be complete by the end of the month.

If you have questions or concerns, please stop by or call. Thanks.



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# 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

## 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

Pipe fittings and necessary tools ordered for natural system at the Rock Creek subdivision Begin installation mid-march 2024





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### 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

Canyon construction has tied in to existing sewer main installing sanitary sewer main and pressure testing 1/30/24 at the Rock creek subdivision

### 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

Canyon construction installed water main at the Rock Creek subdivision sanitized flushed and tested 1/06/2023 will continue to monitor and sample water quality

### 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





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### Parks

Replaced irrigation pump at Campbell Park  
Irrigation main repair at Town Park  
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  
Purchased 2023 F-350 crew truck





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## Building code enforcement

**Subject:**

**2/01/2024**

### **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. 2/01/24
- 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 Certificate of Occupation issued on 1/5/24
- 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 2/01/24
- 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 Certificate of Occupation issued on 1/31/24
- 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 2/01/24

- 455 Shoshone 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 Sewer and water line replacement scheduled on the first week of February 2/01/24
- 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 Construction wall framing is currently in process 2/01/24
- 515 Burns Ave. Roger Kimsey contractor. Remodel and renovation. Building permit and excavation permit issued on 7/20/23. No progress 2/01/24
- 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. Waiting on contractor to complete construction 2/01/24
- 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 Inspected sewer install on 1/29/24
- 521 Tranquil ct. Southern Ute Growth Fund. Single Family Home. Contractor S&D Do It All. Excavation and building permit issued on 11/20/23. Foundation dig was complete and base complete, compacted on 12/13/24 Foundation form inspected on 1/30/24 Concrete pour scheduled on 1/31/24





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## 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)

Two customers are out of compliance for cross connection violation and have been notified on several attempts. Registered letters have been issued for non-compliance. Water service will be disconnected until non-compliance is resolved. Water service shutdown is scheduled for 2/29/24

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

February 2024

Honorable Mayor and Trustees,

Following is the report of my activities since the last Town Board Meeting.

## **Clerk:**

- There were two nomination packets turned in for the three open seats on the Town Board. The deadline for filing an affidavit of intent to be a write-in candidate was prior to the close of business on January 29, 2024. The attached copy of the email from Karen Goldman, CML Elections Expert, explains the process that needs to be followed. The Town Board adopted Ordinance 330 on December 12, 2017, which meets the requirements that Karen outlined; a copy of that Ordinance is attached as well. Resolution 05-2024 is included in the packet, under New Business, for your review and action.
- The minutes from the January 8, 2024 Board Meeting are on the drive for your review.
- Resolution 03-2024, which was adopted at the January 8 Board Meeting, had a clerical error; I inadvertently selected the assessed valuation from 2023, rather than for 2024. I corrected this error and Mayor signed the corrected version. It was submitted to the County by the deadline.

## **Treasurer:**

- The Accounting Reports for January 2024 are included in the consent agenda.
- The DRAFT 2024 Fines and Fees Schedule is on the agenda for action by the Board. After further research on an ordinance to repeal the impact fees, both Mr. Garcia and I believe that no ordinance is needed. On February 14, 2022, Ordinance 350 was adopted which approved the new Land Use and Development Code; in the new Code, section 10 is where Impact Fees are “Reserved” and no impact fees are listed. Due to this, the impact fees have been removed from the Fines and Fees Schedule. I have attached copies of Ordinance 350 and Section 10 of the LUDC for your reference.

## **Utilities:**

- The base charges have been updated in our utility billing software and the bills for January usage have been mailed.

## **Licenses:**

- Animal: 39 current licenses – reminder letters have been sent
- Business: 59 current licenses – reminder letters have been sent
- Business Service Licenses: 65 current licenses
- Liquor Licenses: None

**Human Resources:**

- The Policies and Procedures Manual has been submitted to Mr. Liberman and CIRSA for review and approval.

**Events:**

- Monday, February 19 – Town Hall closed in observance of Presidents Day
- Monday, March 11 – Next regularly scheduled Board Meeting
- The dates for the upcoming Joint Work Sessions with the La Plata Board of County Commissioners need to be set. The LPBCC options are:
  - March 7 or 28
  - July 11 or 25
  - November 4 or 18 (Please keep in mind that the regular Board Meeting will need to be moved from the 11<sup>th</sup>, Veterans Day, to either the 4<sup>th</sup> or the 18<sup>th</sup>.)
- I will again be requesting options for dates to schedule the work session(s) to discuss public comment policy and Bob's Rules of Order.

**Meetings Attended:**

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

**Miscellaneous:**

- Section 8-5-3 of the Municipal Code is being promulgated to reflect State Statute. It has been changed to read as follows: "The age of ability to purchase, attempt to purchase, or to be in possession of cigarettes or any other tobacco product shall be according to current State Statute (as of 2020, the minimum age is 21)."

Please contact me with any questions. Thank you.

Tuggy



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## [CLERKSLIST] Write in candidates and cancelling the election

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**KAREN B GOLDMAN**

Reply-To: CML Municipal Clerks Listserv

To:

Thu, Jan 25, 2024 at 6:15 AM

First of all, apologies to those who contacted me earlier this week to whom I might not have gotten back to in a timely manner. I was working on an election out of town. I'm currently going through emails and will get back to you.

Many of you had questions about the above-listed subject, so if you work in a statutory town, please take time to read this email. The rest of you can do what you want.

Elections CAN be cancelled if the number of candidates is the same as or fewer than the number of positions being voted on, and ONLY under the following condition: The town MUST have adopted an ORDINANCE that contains two sections. The first section requires a deadline for someone to file a notarized statement of a desire to be a write-in candidate, in accordance with 31-10-306, C.R.S. The second section identifies the date by which an election can be cancelled if the number of candidates, including write-in candidates, is equal to or fewer than the number of positions to be voted on, in accordance with 31-10-507, C.R.S. (I am providing you with the relevant statutes so you can read them yourselves.)

Without this ordinance, you CANNOT cancel your election. And this ordinance only has to be adopted once and should then apply to ALL FUTURE ELECTIONS. Finally, if you don't have an ordinance in place now, it is too late to adopt one for this election. And for those of who with an ordinance that gives the write-in candidate deadline as 20 days before the election, that is no longer the case and hasn't been so since 2016...state statute applies in lieu of your local ordinance.

Assuming you have an ordinance, once the deadline in 31-10-507, C.R.S., has passed, the governing body can adopt a resolution cancelling the election and declaring those persons who filed both nomination petitions and write-in candidate affidavits to be declared ELECTED - NOT APPOINTED. These people are sworn in after the date of the election, so the current board members can complete their terms of office. And, after being sworn in, if you still have positions to be filled, then the elected officials can appoint people to fill them, and those positions will be voted on in two years, at your next regular election.

There is an EXCEPTION to this cancellation procedure: if you are voting on a position that was filled by appointment mid-term, that is, in the first two years of a 4-year term, then that position is considered to be on the ballot for a shortened term. In order to determine which of the candidates get a 4-year term and which get a 2-year term, you do that by the number of votes a person receives, in accordance with 31-4-301, C.R.S. This also assumes that you have enough candidates, including write-in candidates, to make this determination. (In other words, at least 4 if you have a total of 6 board members or 3 if you have 4 board members.)

Remember, board member terms of office are EITHER 4 years or 2 years and NOT BOTH. The only time the terms would be different in an election is because shortened terms are being voted on. It is imperative that clerks keep good records, IN REAL TIME, of who was elected, when the term of office ends, how many terms an elected official has served, when a person resigns and when a replacement was appointed, who was the replacement and when that person has to run. Doing so IN REAL TIME and not waiting until the election is looming will help ease the confusion - and yes, this can be confusing - during the election crunch time period.

I hope this helps...kbg

Visit [www.cml.org](http://www.cml.org) for information on the Colorado Municipal League, including products, services and events

## **ORDINANCE 330**

### **AN ORDINANCE OF THE TOWN OF IGNACIO, COLORADO REGARDING ELECTIONS, AMENDING CHAPTER 1, SECTION 1-5-1 AND SECTION 1-5-2, AND ADDING A NEW SECTION 1-5-3 TO THE CODE OF THE TOWN OF IGNACIO**

**WHEREAS**, the Town of Ignacio (Town) is a statutory Town and utilizes the Colorado Municipal Election Code (MEC) for its normal Town elections, i.e. those not specifically held under the Uniform Election Code (UEC) (such UEC elections may include coordinated elections in November of odd-numbered years, or other such elections as identified by Town ordinance or resolution); and

**WHEREAS**, the Town of Ignacio's Municipal Code specifies requirements for write-in candidate affidavits and provisions for cancelling Municipal Elections in accordance with prior versions of the MEC; and

**WHEREAS**, the Colorado State Legislature had amended Colorado Revised Statute Section 31-10-507, changing deadlines within the MEC specific as to the submission of affidavits of intent for write-in candidates and the cancellation of elections; and

**WHEREAS**, the Town of Ignacio wishes to amend the Town of Ignacio's Municipal Code to be compliant with state statute and to avoid the necessity of expending funds to conduct municipal office elections when there are not more persons filing affidavits of intent to fill such vacancies than there are vacancies for such municipal office to be filled.

**NOW THEREFORE, BE IT ORDAINED BY THE** Board of Trustees of the Town of Ignacio that the Town of Ignacio Municipal Code is hereby amended:

1. Chapter 1, Article 1-5, shall be amended as follows with respect to Section 1-5-1 and Section 1-5-2, and shall be amended to create a new Section 1-5-3 of the Code of the Town of Ignacio:

1-5-1. Municipal elections shall be held and conducted in accordance with the Colorado Municipal Election Code as codified in Article 10 of Title 31 of the Colorado Revised Statutes, except that coordinated elections shall be held and conducted in accordance with the Uniform Election Code of 1992 as codified in Title 1 of the Colorado Revised Statutes.

1-5-2. No write-in vote for any municipal office shall be counted unless an affidavit of intent has been filed with the Town Clerk by the person whose name is written in by close of business on the sixty-fourth (64th) day before the day of the election, indicating that such person desires the office and is qualified to assume the duties of that office if elected.

1-5-3. If the only matter before the voters is the election of persons to office and if, at the close of business on the sixty-fourth (64th) day before the election, there are not more candidates than offices to be filled at such election, including candidates filing affidavits of intent, the Town Clerk, if instructed by resolution of the Board of Trustees either before or after such date, shall cancel the election. The Board of Trustees, by resolution, shall declare the candidates elected and the candidates shall be deemed elected. Notice of such cancellation shall be published, if possible, in order to inform the electors of the Town, and notice of such cancellation shall be posted at each polling place and in not less than one (1) other public place.

2. If any provision of this Ordinance should be found by a court of competent jurisdiction to be invalid, such invalidity shall not affect the remaining portions or applications of this Ordinance that can be given effect without the invalid portion, provided that such remaining portions or applications of this Ordinance are not determined by the court to be inoperable. The Town Board of Trustees declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, despite the fact that any one or more section, subsection, sentence, clause, phrase, or portion would be declared invalid or unconstitutional.

3. This Ordinance shall be effective 30 days after publication.

**PASSED AND APPROVED BY THE** Board of Trustees at its regular meeting on December 12, 2017, by an affirmative vote of 5 members of the Board of Trustees.

Attest:

Tuggy Dunton

TOWN OF IGNACIO

Stella Cox  
Stella Cox, Mayor

## **ORDINANCE NO. 350**

### **AN ORDINANCE OF THE TOWN OF IGNACIO, COLORADO, AMENDING THE TOWN OF IGNACIO MUNICIPAL CODE CHAPTERS II AND III IN THEIR ENTIRETY, ESTABLISHING A NEW CHAPTER II TITLED LAND USE AND DEVELOPMENT CODE, AND AMENDING THE OFFICIAL ZONING MAP OF THE TOWN OF IGNACIO AS PART OF A TOWN-WIDE REZONING OF PROPERTY**

**WHEREAS**, the Town of Ignacio (Town) is a statutory town within the State of Colorado and has an adopted Town Municipal Code in accordance with state statutes; and

**WHEREAS**, C.R.S. 31-15-103 states municipalities shall have power to make and publish ordinances not inconsistent with the laws of this state, from time to time, for carrying into effect or discharging the powers and duties conferred by this title which are necessary and proper to provide for the safety, preserve the health, promote the prosperity, and improve the morals, order, comfort, and convenience of such municipality and the inhabitants thereof not inconsistent with the laws of this state; and

**WHEREAS**, the Town Board obtained grant funding in 2018 for work on the Municipal Code with a focus on needed changes specifically on Chapters II and III; and

**WHEREAS**, the Town Planning Commission was tasked by the Town Board to rewrite Chapters II and III in their entirety and draft a new Land Use and Development Code (LUDC); and

**WHEREAS**, the Planning Commission conducted multiple work session for over three (3) years on a draft LUDC and with assistance from a planning consultant and Town staff; and

**WHEREAS**, the Planning Commission concluded their work on the LUDC in 2021 and recommended the draft LUDC be forwarded to the Town Board for further review with joint work sessions between the Planning Commission and Town Board; and

**WHEREAS**, after several joint work sessions a final draft LUDC was completed in October, 2021 (dated 10/05/21) and public hearings were formally held by the Town Board for public comments on the final draft LUDC with several comments submitted for the record, and

**WHEREAS**, the Planning Commission conducted a public hearing on January 12, 2022, seeking comments on the final draft LUDC and amended Zoning Map, and

**WHEREAS**, following the public hearing the Planning Commission considered and approved Planning Commission Resolution 01-2022, recommending approval of the LUDC to the Town Board, and

**WHEREAS**, following the public hearing the Planning Commission considered and did not approve Planning Commission Resolution 02-2022, recommending approval of the amended Zoning Map to the Town Board; and

**WHEREAS**, the recommendations from the Planning Commission have been reported to the Town Board, and a public hearing scheduled for February 14, 2022 for public comments on the final draft LUDC and amended Zoning Map; and

**WHEREAS**, notice of this February 14, 2022 meeting was properly published in the Durango Herald on January 28 and February 4, 2022; and

**WHEREAS**, the adoption of the new draft LUDC and final draft of the amended Zoning Map that is part of a Town-Wide Rezoning is ready for Town Board consideration and adoption at the conclusion of the scheduled public hearing and Town Board deliberation. Among other changes, the final draft of the amended Zoning Map creates new zoning districts for Planned Unit Development and for Community/Public uses, and will convert Business zoned property to R2 (Multi-Family Residential) and certain Mobile Home Park zoned property to R1 (Single Family Residential); and

**WHEREAS**, the Town Board, after considering public comment, finds that adopting the Land Use Development Code and adopting the amended Zoning Map are within the proper exercise of its police power to promote public health, safety and welfare, and that adopting the same is necessary to better achieve public health, safety and welfare, as well as the orderly use and development of property within the Town; and

**WHEREAS**, the Town Board finds that the final draft of the amended Zoning Map promotes the community welfare, best defines existing compatible and surrounding uses with the Town, has little likelihood in substantial harm to properties, and is most consistent with the availability and suitability of lands already zoned to allow permitted uses.

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

Section 1. The current Town of Ignacio Municipal Code, Chapters II and III, are hereby amended in their entirety and a new Chapter II will result and be titled: Land Use and Development Code. The Chapter II is hereby approved and attached to this Ordinance as Exhibit A, and incorporated herein by reference.

Section 2. Chapter III of the Land Use and Development Code is now reserved for future use.

Section 3. The Town Zoning Map that results from the new LUDC and developed in accordance with Chapter II: Section 3 Zoning Districts, subsection 1) Zoning Map, is attached to this Ordinance as Exhibit B, incorporated herein by reference, is hereby approved, and shall replace in its entirety the Town's prior zoning map.

Section 4. This Ordinance shall take effect within 30 days of publishing by title.

**PASSED, APPROVED, ADOPTED AND ORDERED PUBLISHED**, this 14th day of February, 2022, by the Board of Trustees of the Town of Ignacio, Colorado.

Town of Ignacio

\_\_\_\_\_  
Stella Cox, Mayor

ATTEST:

\_\_\_\_\_  
Tuggy Dunton, Town Clerk

conforming structure with a nonconforming use is damaged less than fifty percent (50%) of the cost of reconstructing the entire structure; or where a nonconforming structure is damaged less than seventy-five percent (75%) of the cost of reconstructing the entire structure, either may be repaired or restored, provided any such repair or restoration is started within twelve months and completed within eighteen months from the date of partial destruction. The cost of land or any factors other than the cost of the structure are excluded in the determination of cost of restoration for any structure or activity devoted to nonconforming use.

- d) **DISCONTINUANCE:** Whenever a nonconforming use has been discontinued for a period of six (6) months, it shall not thereafter be re-established, and any future use shall be in conformance with the provisions of this Land Use Code.
- e) **NONCONFORMING LOTS:** Nonconforming lots of record at the time of passage of this Land Use Code may be built upon providing that all other relevant requirements are met.
- f) **NON-CONFORMING USES:** A non-conforming use of a structure or lot may not be changed to another nonconforming use. A nonconforming use of a structure or lot may only be changed if the element of non-conformance is reduced and approved by the Administrator or other applicable requirements in this Land Use Code.

## CHAPTER II: Land Use and Development Code

### Section 10: Impact Fees (Reserved)

## CHAPTER II: Land Use and Development Code

### Section 11: Floodplain and Stormwater Criteria (Reserved)



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## Town Managers Report

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**DATE:** February 08, 2024

**REPORT PERIOD:** January 04, 2024 – February 08, 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: Canyon Construction is working on site and has completed water and sewer mains and is continuing work on all infrastructure. Jeremy is managing this work with our engineer. The new completion schedule for infrastructure improvements is mid-May. We asked for and received a small easement on school property for the discharge of the storm drainage system. We worked on changes to the raw water piping plan and the storm drainage piping discharge configuration and have approved two change orders. We are working on electric service with LPEA and broadband with SUIT. Work continues on obtaining construction financing and managing grant administration which includes a \$206K grant reimbursement. Work continues on construction service analysis and needs for the housing construction component that complete Fading West housing units. Development of a website that is needed for construction lenders and attracting home buyers is underway and hopefully will be live in March. Work continues with SUIT on their planned multi-family unit build. This discussion will entail input from the Town Board once there is a commitment to move their project forward. Homes Fund has initiated homebuyer education classes for 2024 and is including Ignacio housing options in their information to perspective homebuyers. Lastly, CML has chosen the Rock Creek Housing Project for a presentation during the annual conference. SEH took the lead on submitting the project and it was selected. Work is underway on preparations for this presentation. Please contact me with any questions.
- B. ELHI Lease Purchase Agreement Discussion: Last month I shared a Memorandum of Lease for your review, which is a document that is needed by the title company and recorded with La Plata County. The District has signed this MOU and we need approval and a signature. Additionally, Resolution No. 04-2024 is needed to clarify and establish signature authority for ELHI documentation. As mentioned last meeting, there are different signatures on docs and the title company is requesting this in order to validate signatures and established authority. Please review and approve this resolution. Once these documents are approved and recorded we will initiate the closing on the Lease Purchase Agreement which will include the first Town payment. This payment was to be made in 2023 but was delayed while title work was completed satisfactorily for the District and Town. Please contact me with any questions.

- C. Town of Ignacio Property Request for Proposals: Enclosed in your packet is a draft of the Town Property RFP for your review. Previously, the Town Board provided guidance on this RFP and highlighted the desired outcomes for utilization of Town owned property. As you'll read in the draft RFP, this is the initial step in developing a Public Private Partnership (P3) with an interested developer who seeks to acquire Town property for development that creates economic development benefit and/or affordable workforce housing. Please review this document and provide any desired changes or input that will be incorporated before the RFP is advertised. Please contact me with any questions.

## **VII. NEW BUSINESS:**

- A. Resolution 05-2024 – Cancelling the 2024 Municipal Election: This resolution is necessary for the cancellation of the April Municipal Election. The Town Clerk has information on election candidates and the next steps regarding the filling of the unfilled Town Board seat.
- B. Get Your Girl Power: This is a funding request from the Women's Resource Center. There is information on this request in your packet.
- C. Town of Ignacio 2024 Fees and Fines Schedule: A draft of this schedule was presented in January but did not clearly denote a new section for Town Equipment and Labor fees. This draft of the schedule now denotes Town Equipment and Labor fees clearly with notation that these fees are for Town purposes and not for the public. The Equipment and Labor fees are needed for inclusion in grant documentation where these fees are used a project grant match. Again, these fees are not for the public and Town equipment and labor fees will be only for Town sanctioned projects. Please review and approve this fee schedule.
- D. Resolution 06-2024 – Initiating Annexation of 515 Burns Avenue: This property is eligible for annexation as an enclave in accordance with State Statutes. This annexation is different than typical annexations and the property owner has requested to be annexed into the Town. This property is the Baptist Church parsonage located on Burns Avenue. The property representative has completed all necessary documentation and approval of this resolution officially begins the annexation process. Please contact Tuggy or myself with any questions.
- E. National Flood Insurance Program Participation Discussion: The Town has been part of a county-wide flood study that was completed by the Department of Natural Resources. The Town had old flood data and mapping and did not participate in the National Flood Insurance Program (NFIP). The study completed new mapping of all waterways that are subject to flood standards and the NFIP. The study findings have been published and allowed for comments before the findings became final and approved. The Town is now eligible to participate in the NFIP which is voluntary and I'm seeking direction from the Board on this program. Enclosed in your packet is information on NFIP and steps that are needed if the Town chooses to participate in the NFIP. We can discuss this in more detail during the meeting. Please contact me with any questions. Stronger Communities RHA Grant Letter of Participation
- F. Stronger Communities RHA Grant Letter of Participation: Previously, I presented on a grant that was being sought for the Regional Housing Alliance (RHA) and detailed the Town would be a fiscal agent for this grant, if approved. The RHA is not eligible for this grant directly and needs a municipality to apply for the grant. The Mayor and I (Treasurer) are members on the RHA. The enclosed letter states our support for this grant application. Please review and approve this letter. contact me with any question.

## **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 Jeremey or me with any questions.

Grants: The Mayor and I will represent our EIAF grant before the EIAF Board on February 28<sup>th</sup> in Manitou Springs. This grant is for \$326,000 and will fund 65% of the cost for replacement of steel gas pipeline in the Candelaria Heights area. The Town match funds are included in the 2024 budget. This is the fifth and final phase for steel gas pipeline replacement. 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 am also working with CDPHE on a Phase 1 Facility Assessment Grant for ELHI. 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: Work continues on the Tribes deployment of fiber throughout Town. Weather and rock have slowed their progress but Town staff continue to work with the boring team to ensure all utilities are protected and not damaged during boring processes. The Tribe anticipates lighting some sections of the network this spring.

Meetings Attended – I am the Town representative on the Southwest Colorado Council of Governments (SWCCOG) and was recently appointed as chairperson of this board. I previously served as Treasurer and will now serve as chairperson. 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!