



**IGNACIO TOWN BOARD MEETING AGENDA**  
**Monday, April 1, 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/84155058702>; or Attendees wishing to participate by phone shall call: 346-248-7799 and key in Webinar ID Number: 841 5505 8702. 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. **OATHS OF OFFICE FOR RECENTLY ELECTED TOWN BOARD MEMBERS**
  - A. Trustee, Alison deKay
  - B. Trustee, James Jordan Bulwan
- III. **ROLL CALL**
- IV. **APPROVAL OF AGENDA – Action Item**
- V. **APPOINTMENT OF MAYOR PRO TEM – Action Item**
- VI. **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. All public comments must be in person. No comments will be allowed from Zoom attendees unless prior arrangements have been made with the Town Clerk by noon on the Friday prior to the meeting. Meeting decorum must 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.*
- VII. **CONSENT AGENDA – Action Item**
  - A. Regular Town Board Meeting Minutes from March 11, 2024
  - B. March 2024 Accounting Reports
- VIII. **UNFINISHED BUSINESS:**
  - A. Rock Creek Update
  - B. National Flood Insurance Program Participation Discussion
  - C. Ordinance 362 – Annexation of 515 Burns Ave – Continued Public Hearing from March 11
- IX. **NEW BUSINESS**
  - A. Resolution 08-2024 – Participation in Rural JumpStart State-Funded Program – Presentation and Action Item
  - B. Bob's Rules of Order – Action Item
  - C. Reappointment of Appointed Positions
    1. Town Clerk
    2. Town Attorney
  - D. Board Appointments
    1. La Plata Economic Development Alliance
    2. Regional Housing Alliance
    3. Region 9 Economic Development District
    4. Southwest Colorado Council of Governments
    5. Ignacio Creative District
- X. **STAFF REPORTS**
  - A. Police Department
  - B. Public Works
  - C. Clerk / Treasurer
  - D. Town Manager
  - E. Attorney
- XI. **TRUSTEE REPORTS**
- XII. **MISCELLANEOUS**
- XIII. **ADJOURNMENT**

# OATH OF OFFICE

State of Colorado  
County of La Plata  
Town of Ignacio



## OATH OF AFFIRMATION FOR PUBLIC OFFICE

I, Alison deKay, do solemnly swear that I will support the Constitution of the United States of America, the Constitution of the State of Colorado, the laws of the State of Colorado, and the Ordinances of the Town of Ignacio, Colorado, and will faithfully perform the duties of the office of Town Trustee upon which I am about to enter to the best of my ability.

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SIGNATURE

---

DATE

ATTEST:

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Tuggy Dunton, Town Clerk

# OATH OF OFFICE

State of Colorado  
County of La Plata  
Town of Ignacio



## OATH OF AFFIRMATION FOR PUBLIC OFFICE

I, James Jordan Bulwan, do solemnly swear that I will support the Constitution of the United States of America, the Constitution of the State of Colorado, the laws of the State of Colorado, and the Ordinances of the Town of Ignacio, Colorado, and will faithfully perform the duties of the office of Town Trustee upon which I am about to enter to the best of my ability.

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SIGNATURE

DATE

ATTEST:

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Tuggy Dunton, Town Clerk

03/28/24  
16:15:16

TOWN OF IGNACIO  
Check Register for Checking  
For the Accounting Period: 3/24

Page: 1 of 4  
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
-97645	E	974 LA PLATA ELECTRIC ASSN INC	2282.02	03/01/24	3/24	CL 17343	2282.02
-97644	E	893 AT&T	398.24	03/01/24	3/24	CL 17344	398.24
-97643	E	845 HOME DEPOT CREDIT SERVICES	281.05	03/01/24	3/24	CL 17345	281.05
-97642	E	1187 Cardmember Service (TBK Bank)	202.22	03/15/24	3/24	CL 17365	202.22
-97641	E	1187 Cardmember Service (TBK Bank)	117.95	03/15/24	3/24	CL 17366	117.95
-97640	E	1187 Cardmember Service (TBK Bank)	646.11	03/15/24	3/24	CL 17367	646.11
-97639	E	1187 Cardmember Service (TBK Bank)	123.51	03/15/24	3/24	CL 17368	123.51
-97638	E	1187 Cardmember Service (TBK Bank)	82.15	03/15/24	3/24	CL 17369	82.15
-97637	E	1187 Cardmember Service (TBK Bank)	59.24	03/15/24	3/24	CL 17370	59.24
-97636	E	1187 Cardmember Service (TBK Bank)	211.40	03/15/24	3/24	CL 17371	211.40
-97635	E	1187 Cardmember Service (TBK Bank)	275.18	03/15/24	3/24	CL 17372	275.18
-97634	E	1187 Cardmember Service (TBK Bank)	578.46	03/15/24	3/24	CL 17373	578.46
-97633	E	1187 Cardmember Service (TBK Bank)	755.79	03/15/24	3/24	CL 17374	755.79
-97632	E	1187 Cardmember Service (TBK Bank)	225.42	03/15/24	3/24	CL 17390	225.42
-97631	E	1187 Cardmember Service (TBK Bank)	200.09	03/15/24	3/24	CL 17391	200.09
-97630	E	1187 Cardmember Service (TBK Bank)	216.07	03/15/24	3/24	CL 17393	216.07
-97629	E	1187 Cardmember Service (TBK Bank)	6920.03	03/15/24	3/24	CL 17394	6920.03
-97628	E	1187 Cardmember Service (TBK Bank)	702.06	03/15/24	3/24	CL 17398	702.06
-97627	E	1187 Cardmember Service (TBK Bank)	603.98	03/15/24	3/24	CL 17399	603.98
-97626	E	143 STATE OF COLORADO-SALES TAX	2143.46	03/15/24	3/24	CL 17401	2143.46
7201	S	220 BALLANTINE COMMUNICATIONS INC	59.47	03/01/24	-----	CL 17354	59.47
7202	S	65 BASIN COOP	389.00	03/01/24	-----	CL 17349	389.00
7203	S	1272 Canyon Construction Company	185665.38	03/01/24	-----	CL 17346	185665.38
7204	S	1148 Community Connections CO	2500.00	03/01/24	-----	CL 17353	2500.00



03/28/24  
16:15:16

TOWN OF IGNACIO  
Check Register for Checking  
For the Accounting Period: 3/24

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Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
7205	S	894 KRISTIN ROEHRS	600.00	03/01/24	_____	CL 17352	600.00
7206	S	1286 La Plata County Public Health Dept.	104.50	03/01/24	_____	CL 17350	104.50
7207	S	1251 La Plata County Regional Housing Allianc	4500.00	03/01/24	_____	CL 17342	4500.00
7208	S	1046 LAW OFFICE OF DAVID LIBERMAN	1202.50	03/01/24	_____	CL 17348	1202.50
7209	S	1247 Michala Riley	44.22	03/01/24	_____	CL 17351	44.22
7210	S	1172 Short Elliott Hendrickson, Inc.	8533.40	03/01/24	_____	CL 17347	8533.40
7211	S	675 UTILITY NOTIFICATION CENTER OF CO	425.70	03/01/24	_____	CL 17355	425.70
7218 *	S	1283 4 Rivers Equipment	386.37	03/15/24	_____	CL 17387	386.37
7219	S	1099 BASIN PUMP AND SUPPLY CO INC	1275.02	03/15/24	_____	CL 17389	1275.02
7220	S	822 BIA: IRRIGATION	3680.92	03/15/24	_____	CL 17396	3680.92
7221	S	91 BRENNAN OIL COMPANY	99.28	03/15/24	_____	CL 17357	99.28
7222	S	99 C & J GRAVEL PRODUCTS INC	340.37	03/15/24	_____	CL 17380	340.37
7223	S	1272 Canyon Construction Company	163710.09	03/15/24	_____	CL 17403	163710.09
7224	S	921 CASCADE WATER	92.50	03/15/24	_____	CL 17388	92.50
7225	S	1119 DUB'S AUTO BODY	666.45	03/15/24	_____	CL 17358	666.45
7226	S	240 ESSCO PIPE & SUPPLY	495.41	03/15/24	_____	CL 17382	495.41
7227	S	971 FASTTRACK COMMUNICATIONS INC	402.22	03/15/24	_____	CL 17377	402.22
7228	S	1240 Ferguson Waterworks #1116	1539.25	03/15/24	_____	CL 17383	1539.25
7229	S	903 FIRESTONE OF DURANGO	1704.28	03/15/24	_____	CL 17359	1704.28
7230	S	257 FOUR CORNERS WELDING & GAS SUPPLY	7.00	03/15/24	_____	CL 17360	7.00
7231	S	1287 Four States Tire and Service	839.92	03/15/24	_____	CL 17385	839.92
7232	S	1130 IMAGENET CONSULTING LLC	1725.00	03/15/24	_____	CL 17362	1725.00
7233	S	1047 INTERMOUNTAIN SALES OF DENVER INC	5926.00	03/15/24	_____	CL 17384	5926.00
7234	S	885 INTERMOUNTAIN SWEEPER	471.00	03/15/24	_____	CL 17361	471.00

03/28/24  
16:15:16

TOWN OF IGNACIO  
Check Register for Checking  
For the Accounting Period: 3/24

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Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
7235	S	999999 JAMES BELKNAP	350.71	03/15/24	_____	CL 17375	350.71
7236	S	1286 La Plata County Public Health Dept.	121.00	03/15/24	_____	CL 17397	121.00
7237	S	974 LA PLATA ELECTRIC ASSN INC	25000.00	03/15/24	_____	CL 17402	25000.00
7238	S	387 LA PLATA YOUTH SERVICES	8800.00	03/15/24	_____	CL 17400	8800.00
7239	S	1280 Leak Locators of Montana	298.00	03/15/24	_____	CL 17386	298.00
7240	S	394 LEWIS TRUE VALJE MERCANTILE	80.22	03/15/24	_____	CL 17379	80.22
7241	S	990 REAL TIME NETWORKS	49.00	03/15/24	_____	CL 17364	49.00
7242	S	1264 Republic Services #657	3073.60	03/15/24	_____	CL 17363	3073.60
7243	S	970 SECOR	6276.54	03/15/24	_____	CL 17378	6276.54
7244	S	600 SOUTHERN UTE UTILITIES DIVISION	71387.75	03/15/24	_____	CL 17376	71387.75
7245	S	626 SUMMIT SUPPLY	33.76	03/15/24	_____	CL 17381	33.76
7246	S	650 TOWN OF IGNACIO	1167.20	03/15/24	_____	CL 17356	1167.20
7251 *	S	385 LPEA	97605.00	03/19/24	_____	CL 17404	97605.00
7252	S	1288 Hi Country Chevrolet	44500.00	03/25/24	_____	CL 17405	44500.00
<b>Total for Claim Checks</b>			<b>663152.46</b>				
Count for Claim Checks			62				

\* denotes missing check number(s)

# of Checks: 62                      Total: 663152.46

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TOWN OF IGNACIO  
Fund Summary for Claim Check Register  
For the Accounting Period: 3/24

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Fund/Account	Amount
100 GENERAL FUND	
110230	86,420.22
300 CAPITAL IMPROVEMENT FUND	
110230	487,723.14
610 WATER FUND	
110230	14,719.23
620 GAS FUND	
110230	35,960.95
630 SEWER FUND	
110230	32,743.59
640 IRRIGATION FUND	
110230	5,585.33
<b>Total:</b>	<b>663,152.46</b>

03/28/24  
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TOWN OF IGNACIO  
Detail Ledger Query  
For the Accounting Periods: 3/24 - 3/24

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Objects 3200-9500, AND Fund=300,500

Fund/Account/ Doc/Line #	Description	Vendor/Receipt From	Acct. Period	Debit	Credit	Ending Balance
300 CAPITAL IMPROVEMENT FUND						
930000 CAPITAL IMPROVEMENT						
9232	Capital Project - Rock Creek Subdivision					
CL 17346 1	Rock Creek Infrastructure	Canyon Construction	3/24	185,665.38		
CL 17347 1	462255 Rock Creek Infrastructur	Short Elliott	3/24	8,533.40		
CL 17378 1	0344245-IN Rock Creek Infrastructur	SECOR	3/24	738.32		
CL 17378 2	0344246-IN Rock Creek Infrastructur	SECOR	3/24	5,061.74		
CL 17378 3	0344403-IN Rock Creek Infrastructur	SECOR	3/24	476.48		
CL 17381 1	2-1024 Infrastructure-Gas Line	SUMMIT SUPPLY	3/24	33.76		
CL 17382 1	2011297 Rock Creek Infrastructur	ESSCO PIPE & SUPPLY	3/24	495.41		
CL 17394 10	Gas Excess Flow Valve	Cardmember Service (TBK	3/24	403.56		
CL 17402 1	6803 New Electrical Design	LA PLATA ELECTRIC ASSN	3/24	25,000.00		
CL 17403 1	Rock Creek Infrastructure	Canyon Construction	3/24	163,710.09		
CL 17404 1	Electric Agreement Rock Creek	LPEA	3/24	97,605.00		
	<b>Object Total:</b>			<b>316,934.58 DB</b>		<b>804,657.72 DB</b>
	<b>Account Total:</b>			<b>316,934.58 DB</b>		<b>804,657.72 DB</b>
	<b>Fund Total:</b>			<b>487,723.14</b>	<b>0.00</b>	
	<b>Grand Total:</b>			<b>487,723.14</b>	<b>0.00</b>	

**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>	52,435.76						
Jan	59,491.23	59,491.23	1 Jan	60,498.68	1,007.45	1.69%	60,498.68	1,007.45	1.69%	
Feb	46,445.64	105,936.87	2 Feb	61,998.32	15,552.68	14.68%	122,497.00	16,560.13	15.63%	
Mar	44,651.23	150,588.10	3 Mar			0.00%	122,497.00		0.00%	
Apr	48,413.47	199,001.57	4 Apr			0.00%	122,497.00		0.00%	
May	48,118.71	247,120.28	5 May			0.00%	122,497.00		0.00%	
Jun	51,416.18	298,536.46	6 Jun			0.00%	122,497.00		0.00%	
Jul	47,069.92	345,606.38	7 Jul			0.00%	122,497.00		0.00%	
Aug	51,249.72	396,856.10	8 Aug			0.00%	122,497.00		0.00%	
Sep	50,337.91	447,194.01	9 Sep			0.00%	122,497.00		0.00%	
Oct	52,000.17	499,194.18	10 Oct			0.00%	122,497.00		0.00%	
Nov	60,980.48	560,174.66	11 Nov			0.00%	122,497.00		0.00%	
Dec	52,435.76	612,610.42	12 Dec			0.00%	122,497.00		0.00%	
<b>City Sales Tax Total</b>	<b>612,610.42</b>		<b>City Total</b>	<b>174,932.76</b>					1.44%	
<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>	99,970.00						
Jan	87,867.00	87,867.00	1 Jan	117,151.00						
Feb	89,282.00	177,149.00	2 Feb	94,745.00		0.00%	94,745.00		0.00%	
Mar	98,894.00	276,043.00	3 Mar			0.00%	94,745.00		0.00%	
Apr	93,396.00	369,439.00	4 Apr			0.00%	94,745.00		0.00%	
May	105,714.00	475,153.00	5 May			0.00%	94,745.00		0.00%	
Jun	118,127.00	593,280.00	6 Jun			0.00%	94,745.00		0.00%	
Jul	119,823.00	713,103.00	7 Jul			0.00%	94,745.00		0.00%	
Aug	118,596.00	831,699.00	8 Aug			0.00%	94,745.00		0.00%	
Sep	115,270.00	946,969.00	9 Sep			0.00%	94,745.00		0.00%	
Oct	110,432.00	1,057,401.00	10 Oct			0.00%	94,745.00		0.00%	
Nov	99,970.00	1,157,371.00	11 Nov			0.00%	94,745.00		0.00%	
Dec	117,151.00	1,274,522.00	12 Dec			0.00%	94,745.00		0.00%	
<b>County Total</b>	<b>1,274,522.00</b>		<b>County Total</b>	<b>311,866.00</b>					0.00%	
<b>2023 BUDGET</b>		<b>1,100,000.00</b>	<b>2024 BUDGET</b>				<b>1,100,000.00</b>			

TOWN OF IGNACIO  
Cash Report  
For the Accounting Period: 3/24

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	-176,618.08	200,981.00	50,000.00	167.89	229,616.72	-155,421.69
110250 Savings Account	99,992.99	0.00	0.00	0.00	50,000.00	49,992.99
110270 Investment Account	2,145,828.59	0.00	0.00	0.00	0.00	2,145,828.59
<b>Total Fund</b>	<b>2,069,303.50</b>	<b>200,981.00</b>	<b>50,000.00</b>	<b>167.89</b>	<b>279,616.72</b>	<b>2,040,499.89</b>
300 CAPITAL IMPROVEMENT FUND						
110230 Operating Account	64,629.36	30,999.16	0.00	0.00	487,723.14	-392,094.62
110270 Investment Account	462,306.85	0.00	0.00	0.00	0.00	462,306.85
<b>Total Fund</b>	<b>526,936.21</b>	<b>30,999.16</b>			<b>487,723.14</b>	<b>70,212.23</b>
400 CONSERVATION TRUST FUND						
110230 Operating Account	23,618.51	2,980.90	0.00	0.00	0.00	26,599.41
110270 Investment Account	83,385.37	0.00	0.00	0.00	0.00	83,385.37
<b>Total Fund</b>	<b>107,003.88</b>	<b>2,980.90</b>				<b>109,984.78</b>
500 ECONOMIC DEVELOPMENT FUND						
110230 Operating Account	273,662.23	24,106.30	0.00	0.00	0.00	297,768.53
110270 Investment Account	21,204.41	0.00	0.00	0.00	0.00	21,204.41
<b>Total Fund</b>	<b>294,866.64</b>	<b>24,106.30</b>				<b>318,972.94</b>
610 WATER FUND						
110230 Operating Account	131,783.95	21,988.51	0.00	0.00	14,719.23	139,053.23
110270 Investment Account	47,791.85	0.00	0.00	0.00	0.00	47,791.85
<b>Total Fund</b>	<b>179,575.80</b>	<b>21,988.51</b>			<b>14,719.23</b>	<b>186,845.08</b>
620 GAS FUND						
110230 Operating Account	292,022.02	47,744.45	0.00	0.00	35,960.95	303,805.52
110270 Investment Account	146,869.43	0.00	0.00	0.00	0.00	146,869.43
<b>Total Fund</b>	<b>438,891.45</b>	<b>47,744.45</b>			<b>35,960.95</b>	<b>450,674.95</b>
630 SEWER FUND						
110230 Operating Account	200,553.58	53,163.11	0.00	0.00	32,743.59	220,973.10
110270 Investment Account	206.59	0.00	0.00	0.00	0.00	206.59
<b>Total Fund</b>	<b>200,760.17</b>	<b>53,163.11</b>			<b>32,743.59</b>	<b>221,179.69</b>
640 IRRIGATION FUND						
110230 Operating Account	40,767.96	8.65	0.00	0.00	5,585.33	35,191.28
110270 Investment Account	11,111.87	0.00	0.00	0.00	0.00	11,111.87
<b>Total Fund</b>	<b>51,879.83</b>	<b>8.65</b>			<b>5,585.33</b>	<b>46,303.15</b>
910 PAYROLL CLEARING FUND						
110230 Operating Account	9,727.61	0.00	143,196.50	134,242.18	0.00	18,681.93
930 CLAIMS CLEARING FUND						
110230 Operating Account	0.00	0.00	663,152.46	17,024.43	0.00	646,128.03
<b>Totals</b>	<b>3,878,945.09</b>	<b>381,972.08</b>	<b>856,348.96</b>	<b>151,434.50</b>	<b>856,348.96</b>	<b>4,109,482.67</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.

03/28/24  
16:20:55

TOWN OF IGNACIO  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 3 / 24

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Fund	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
100 GENERAL FUND	197,430.77	623,544.25	2,206,447.00	1,582,902.75	28 %
300 CAPITAL IMPROVEMENT FUND	30,999.16	271,932.40	2,477,874.00	2,205,941.60	11 %
400 CONSERVATION TRUST FUND	2,980.90	3,734.22	39,500.00	35,765.78	9 %
500 ECONOMIC DEVELOPMENT FUND	24,106.30	45,561.21	1,714,567.00	1,669,005.79	3 %
610 WATER FUND	0.00	49,274.72	330,235.00	280,960.28	15 %
620 GAS FUND	408.33	105,564.72	946,900.00	841,335.28	11 %
630 SEWER FUND	8,612.44	122,175.15	619,982.00	497,806.85	20 %
640 IRRIGATION FUND	0.00	100.33	45,058.00	44,957.67	0 %
<b>Grand Total:</b>	<b>264,537.90</b>	<b>1,221,887.00</b>	<b>8,380,563.00</b>	<b>7,158,676.00</b>	<b>15 %</b>

03/28/24  
16:21:20

TOWN OF IGNACIO  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 3 / 24

Page: 1 of 1  
Report ID: B100F

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Comm.
100 GENERAL FUND	230,135.32	724,044.38	2,697,137.00	2,697,137.00	1,973,092.62	27%
300 CAPITAL IMPROVEMENT FUND	487,723.14	879,795.87	2,437,338.00	2,437,338.00	1,557,542.13	36%
400 CONSERVATION TRUST FUND	0.00	0.00	42,000.00	42,000.00	42,000.00	0%
500 ECONOMIC DEVELOPMENT FUND	0.00	23,449.52	2,231,560.00	2,231,560.00	2,208,110.48	1%
610 WATER FUND	14,719.23	50,922.34	326,214.00	326,214.00	275,291.66	16%
620 GAS FUND	35,960.95	102,275.38	1,144,339.00	1,144,339.00	1,042,063.62	9%
630 SEWER FUND	32,743.59	97,141.28	564,497.00	564,497.00	467,355.72	17%
640 IRRIGATION FUND	5,585.33	6,646.83	46,730.00	46,730.00	40,083.17	14%
<b>Grand Total:</b>	<b>806,867.56</b>	<b>1,884,275.60</b>	<b>9,489,815.00</b>	<b>9,489,815.00</b>	<b>7,605,539.40</b>	<b>20%</b>



Total for Payroll Checks

	Employee	Employer	Amount
COMA HOURS (Comp Time Accumulated)	24.00		
COMP HOURS (Comp Time Used)	2.00		54.86
HOL HOURS (Holiday Pay)	150.00		5,426.02
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)	82.00		4,086.27
REG HOURS (Regular Time)	2,559.25		89,539.96
SICK HOURS (Sick Time)	159.25		6,781.29
VACA HOURS (Vacation Time Used)	222.00		7,696.27
GROSS PAY	115,564.59	0.00	
NET PAY	80,787.63	0.00	
NET PAY (CHECKS)	9,373.98		
NET PAY (DIRECT DEPOSIT)	71,413.65		
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	
FIT	9,660.28	0.00	
FPPA	5,660.54	4,717.12	
FPPA DROP	1,152.00	0.00	
FPPA-457	999.10	0.00	
FPPA-AD&D	0.00	1,426.10	
GARNISHMENT2	46.14	0.00	
MEDICARE	1,589.34	1,589.34	
MISSIONSQUARE/I	2,179.96	2,073.76	
SIT	3,887.10	0.00	
SOCIAL SECURITY	3,109.75	3,109.75	
UNEMPL. INSUR.	0.00	230.80	
BANK 4	4,371.06	0.00	
BANK 8-SAVINGS	3,162.08	0.00	
COMM BANK OF CO	9,407.41	0.00	
CU OF COLORADO	3,018.02	0.00	
SANDIA LAB FCU	200.00	0.00	
TBK BANK	7,129.06	0.00	
USAA	5,779.69	0.00	
VECTRA BANK CO	69.26	0.00	
WELLS FARGO	35,634.29	0.00	
WELLS FARGO N.A	138.52	0.00	
WELLS FARGO NEV	69.26	0.00	
WELLS FARGO OR	2,435.00	0.00	
FIT/SIT BASE	99,617.14	0.00	
MEDICARE BASE	109,608.74	0.00	
SOC SEC BASE	50,157.70	0.00	
UN BASE	115,398.45	0.00	

03/28/24  
16:22:03

TOWN OF IGNACIO  
Payroll Summary For Payrolls from 03/01/24 to 03/31/24

Page: 2 of 2  
Report ID: P130

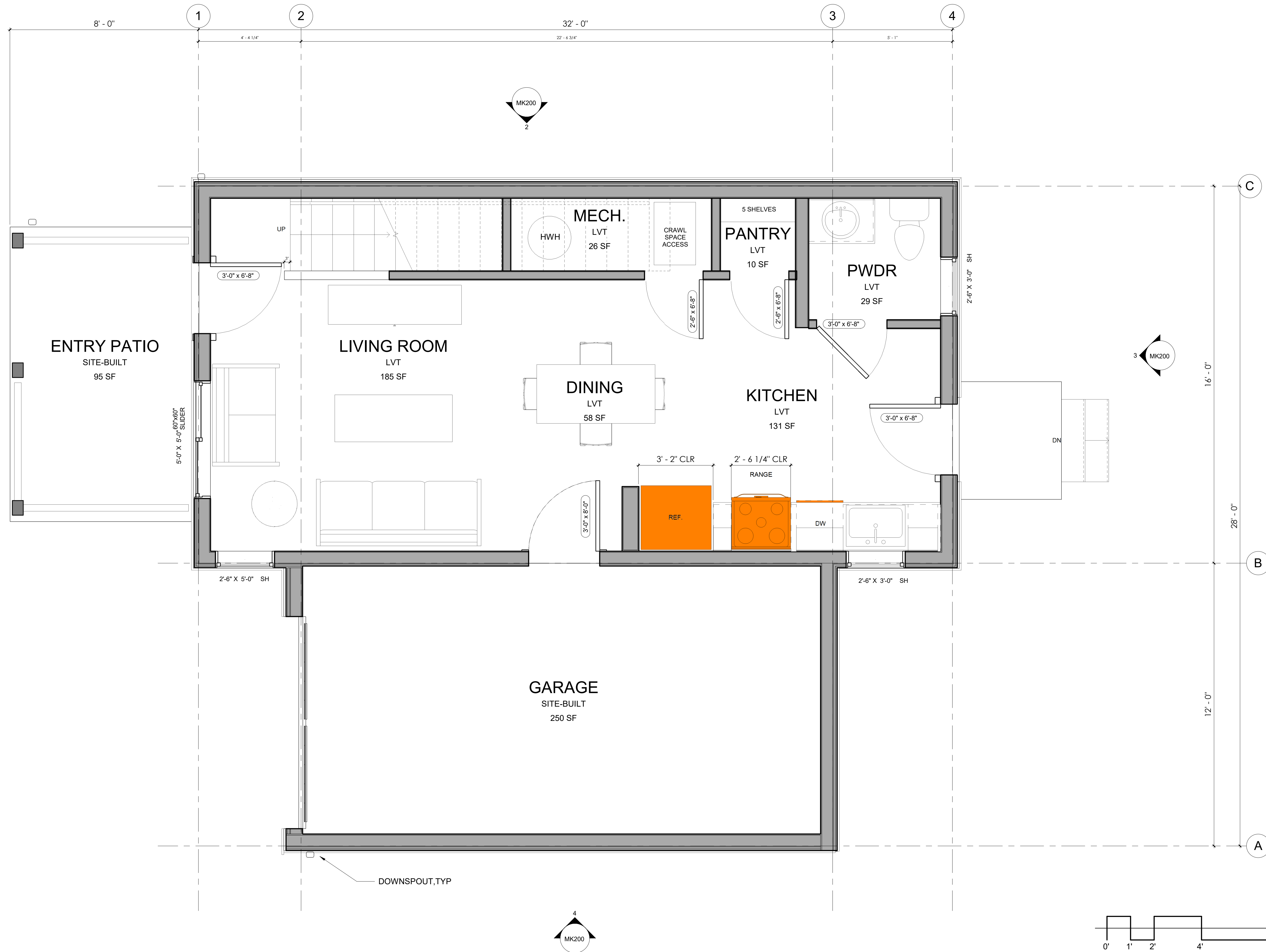
Total 27,631.91  
Total Payroll Expense (Gross Pay + Employer Contributions): 143,196.50

Check Summary

Payroll Checks Prev. Out. \$325.29  
Payroll Checks Issued \$9,420.12  
Payroll Checks Redeemed \$0.00  
Payroll Checks Outstanding \$9,745.41  
Electronic Checks \$134,242.18

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security		6219.50		221700
Medicare		3178.68		221710
Unempl. Insur.	465.84	696.60	0.04	221760
FIT		9660.28		221720
SIT		3887.10		221730
FPPA		10377.66		221742
AFLAC-PRETAX		1079.34		221757
EMPL WEAPONS AD		0.00		221782
FPPA-457		999.10		221742
FPPA-AD&D		1426.10		221743
MISSIONSQUARE/I		4253.72		221741
AFLAC-AFTERTAX		1542.22		221757
CEBT DENTAL		772.00		221754
CEBT HEALTH		17294.00		221751
CEBT LIFE		182.23		221755
CEBT VISION		108.00		221756
GARNISHMENT2		46.14		221781
FPPA DROP		1152.00		221742
Total Ded.	62408.87	465.84	62874.67	0.04

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



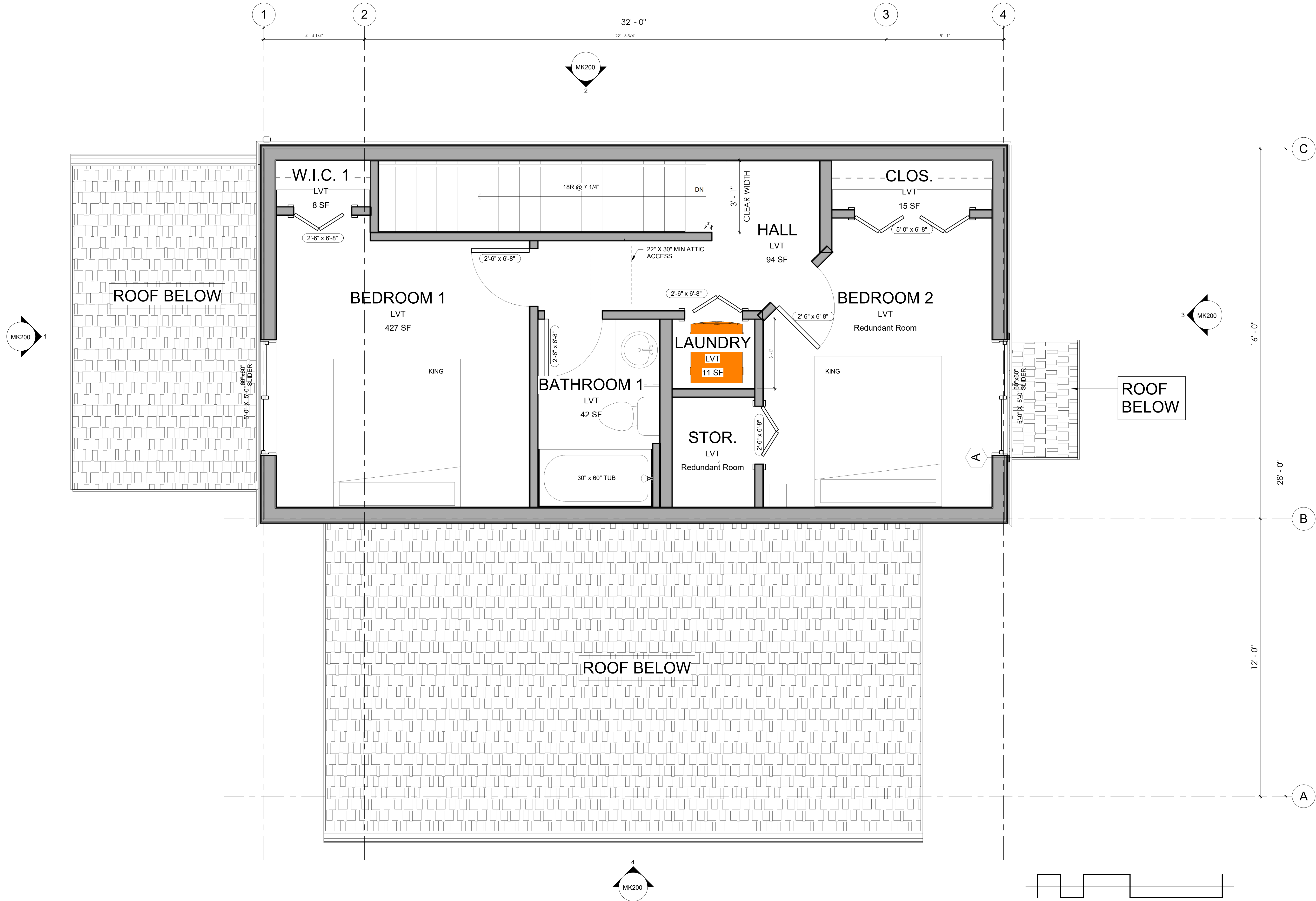
Fading West Building Systems  
 Architecture & Engineering Studio  
 1950 McCormick Pl.  
 Buena Vista, CO  
 81211

# IGNACIO

## ANTERO 16' - LEVEL ONE

ISSUE DATE: 03/19/2024

ENG. PROJECT #: 2024-03\_IG



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Engineering Studio

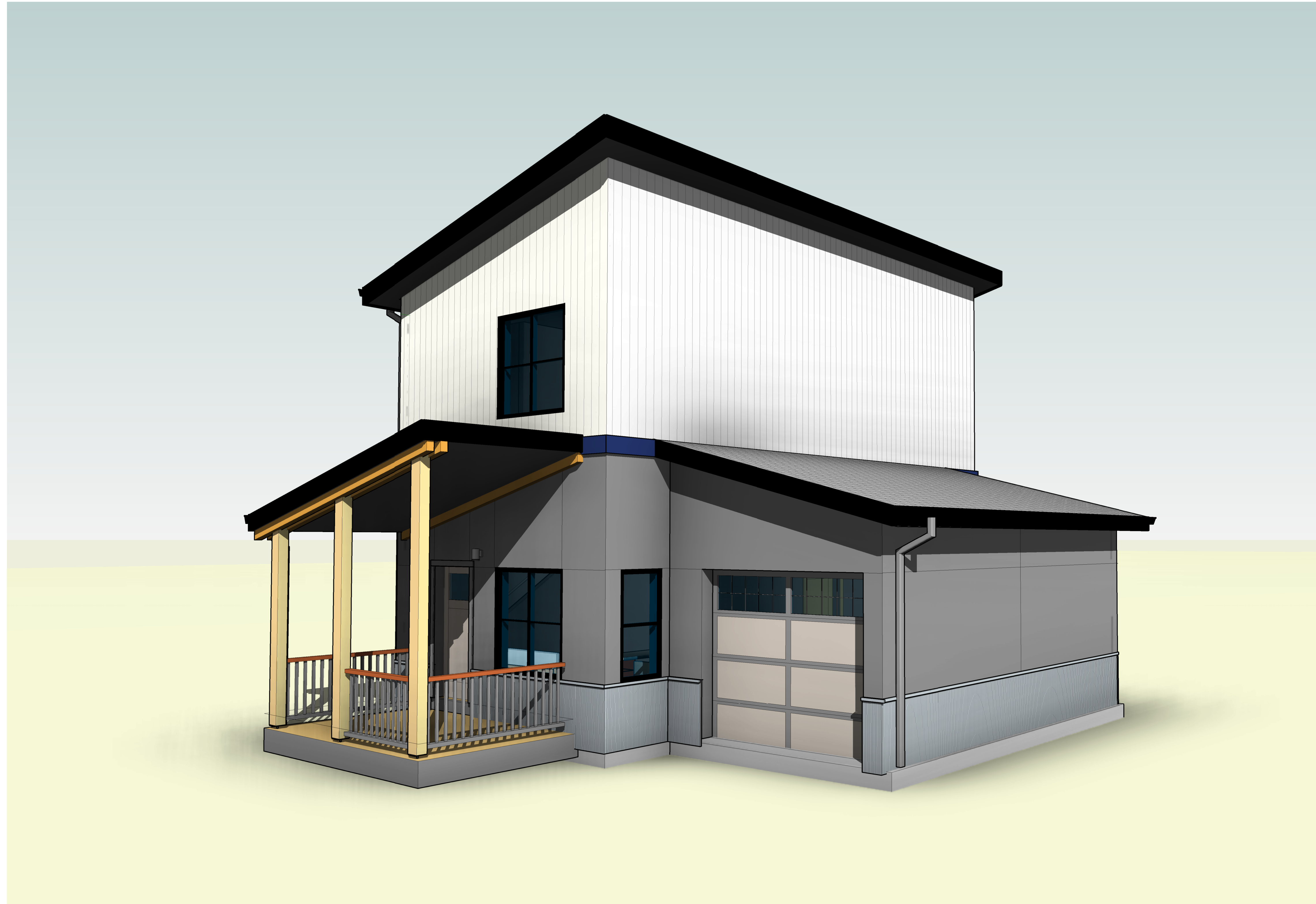
1950 McCormick Pl.  
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# IGNACIO

## ANTERO 16' - LEVEL TWO

ISSUE DATE: 03/19/2024

ENG. PROJECT #: 2024-03\_IG



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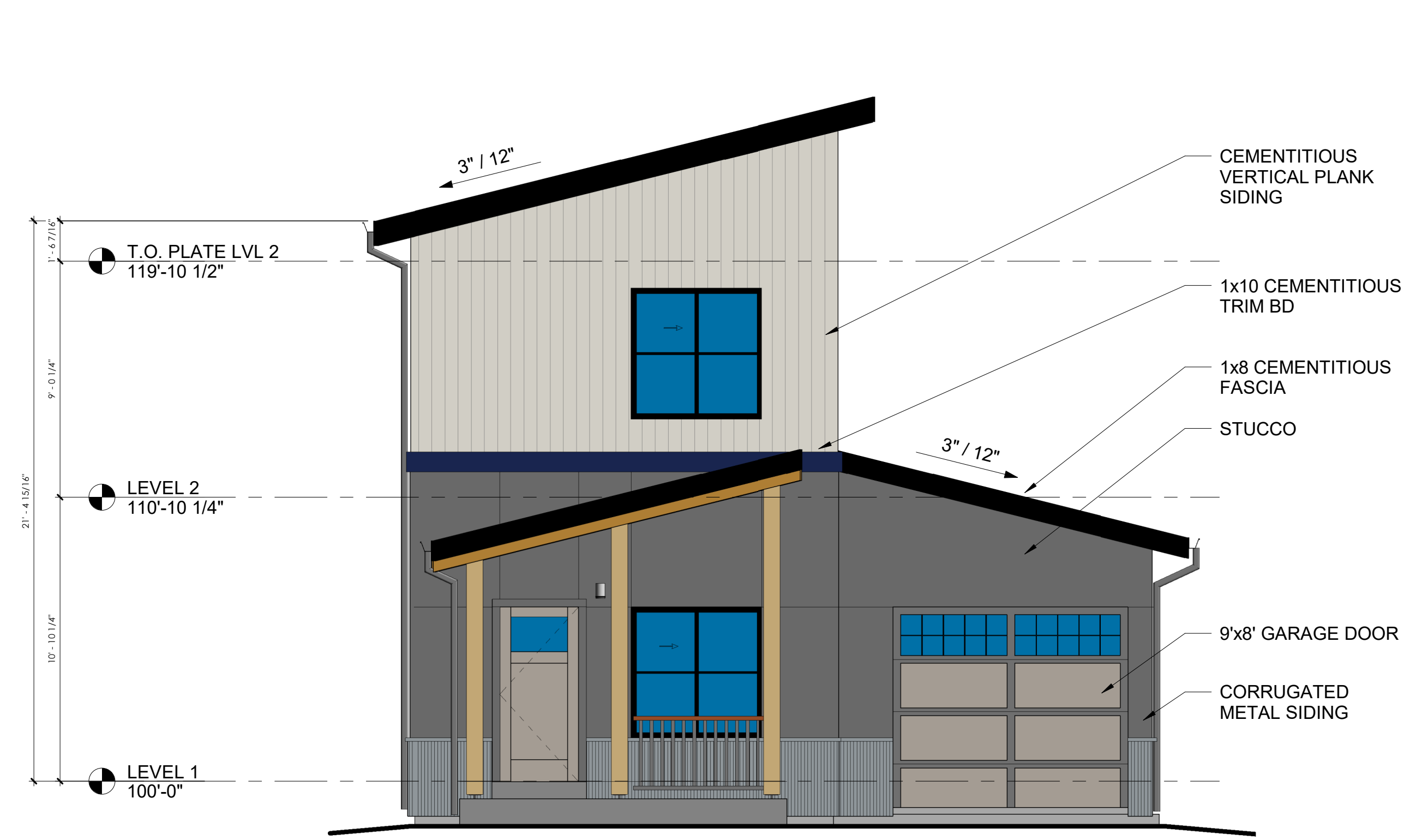
## IGNACIO

3D VIEW

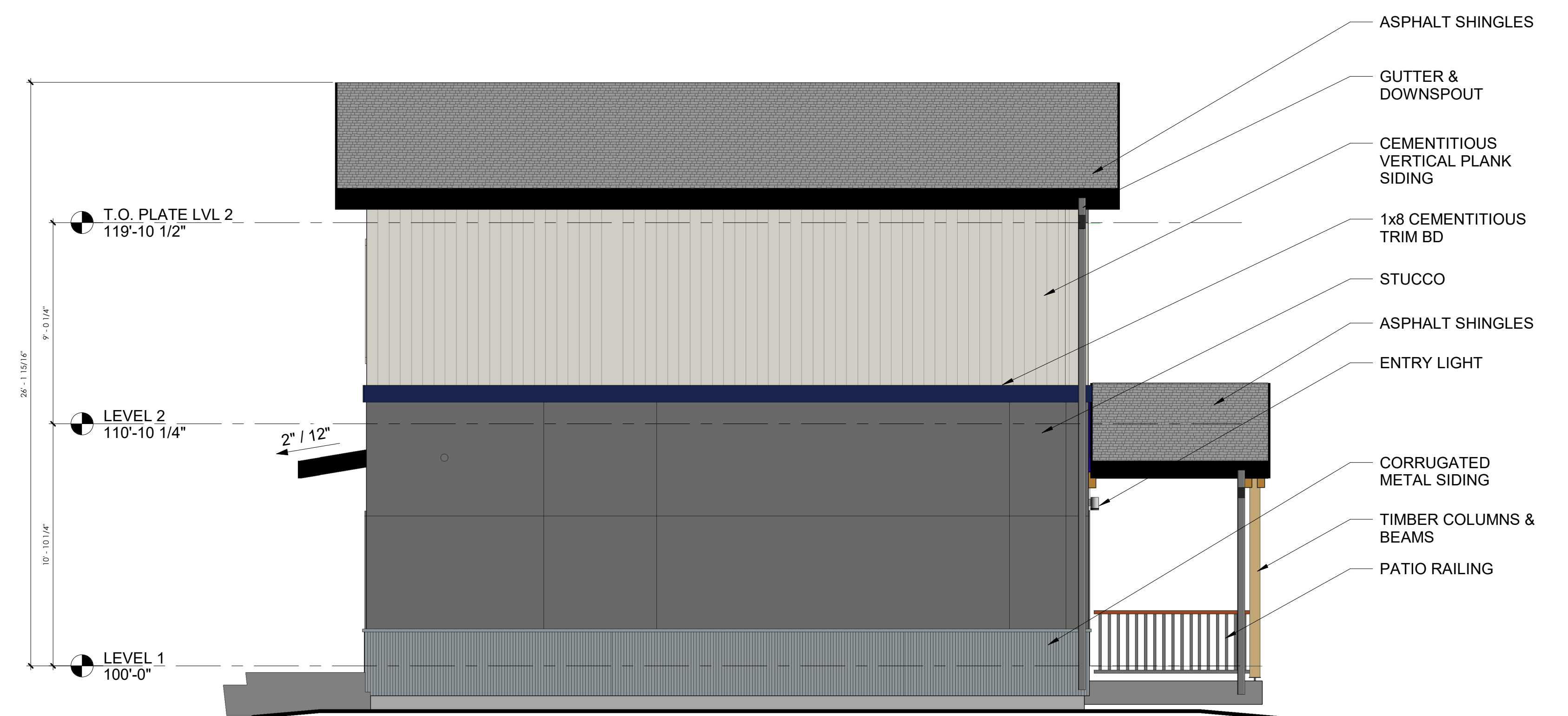
ISSUE DATE: 03/19/2024

ENG. PROJECT #: 2024-03\_IG

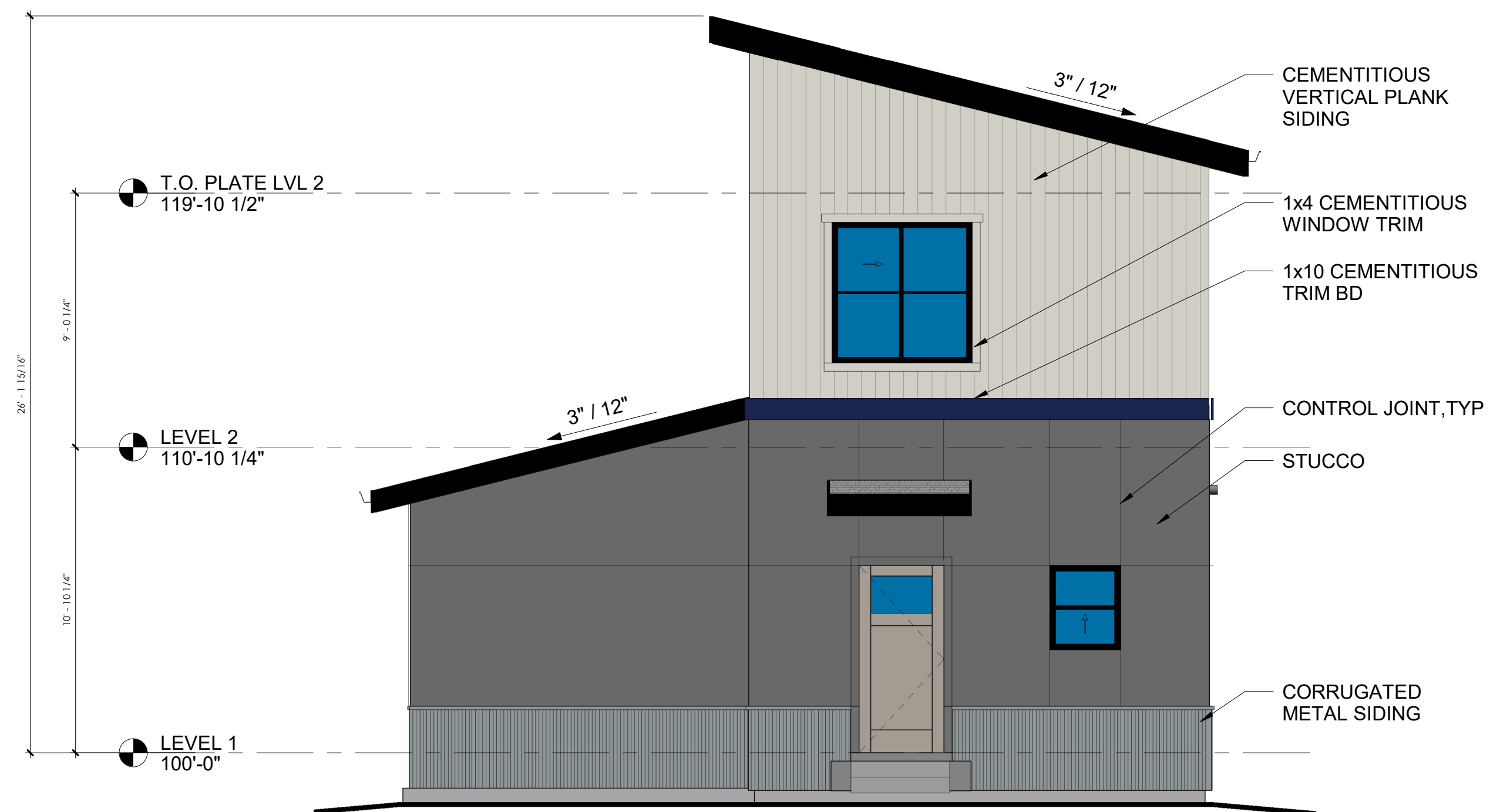




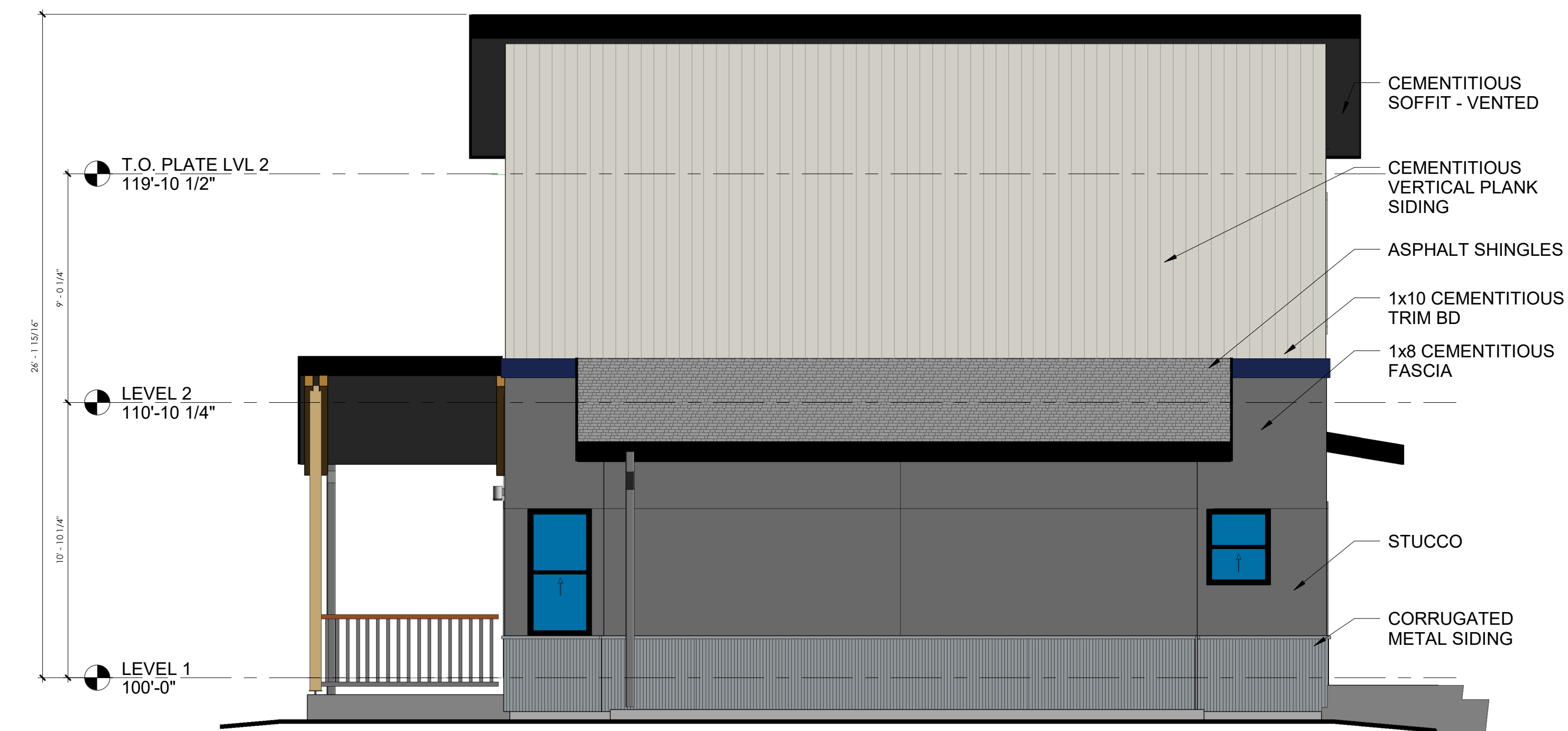
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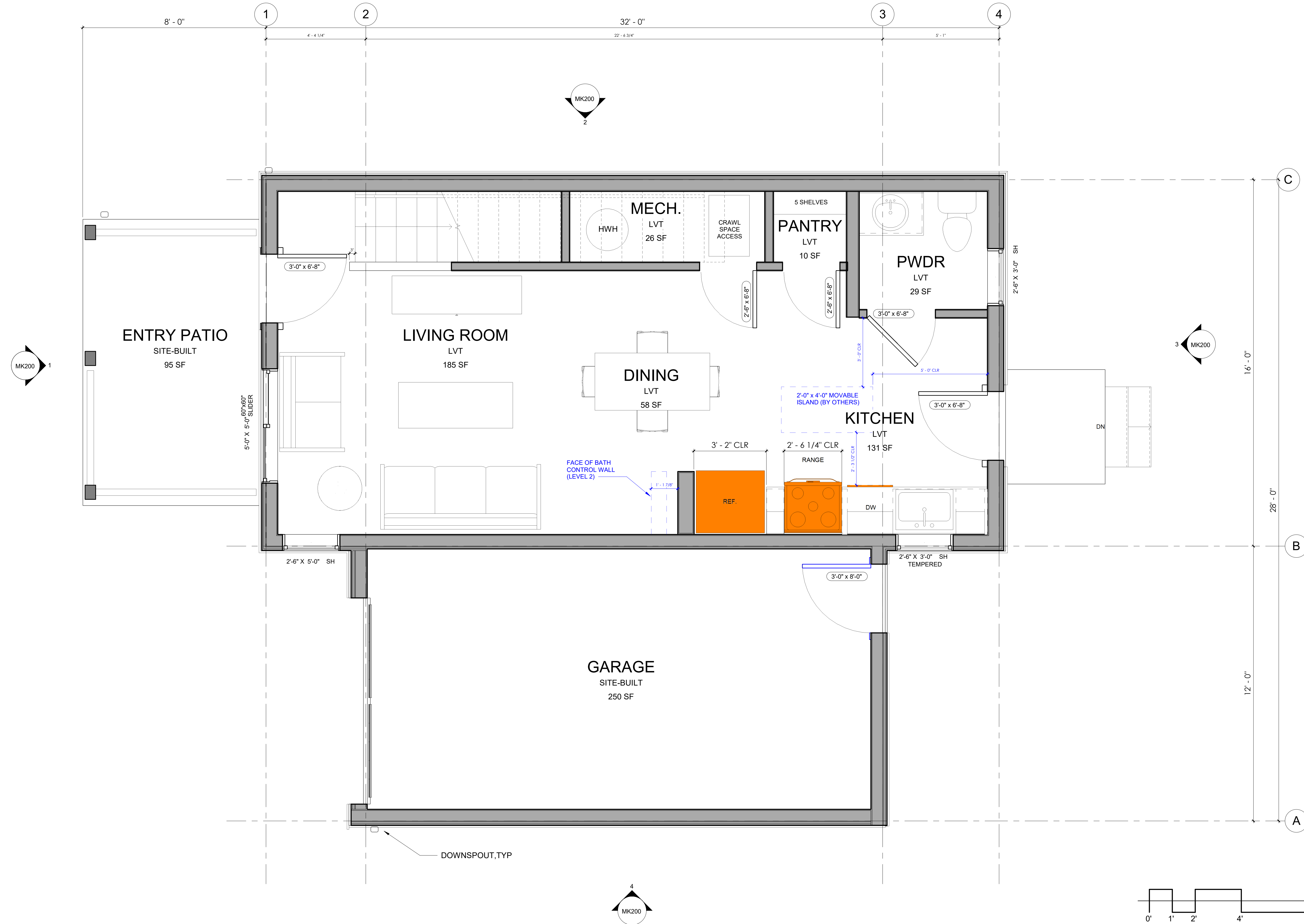
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3 REAR ELEV.  
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4 RIGHT ELEV.  
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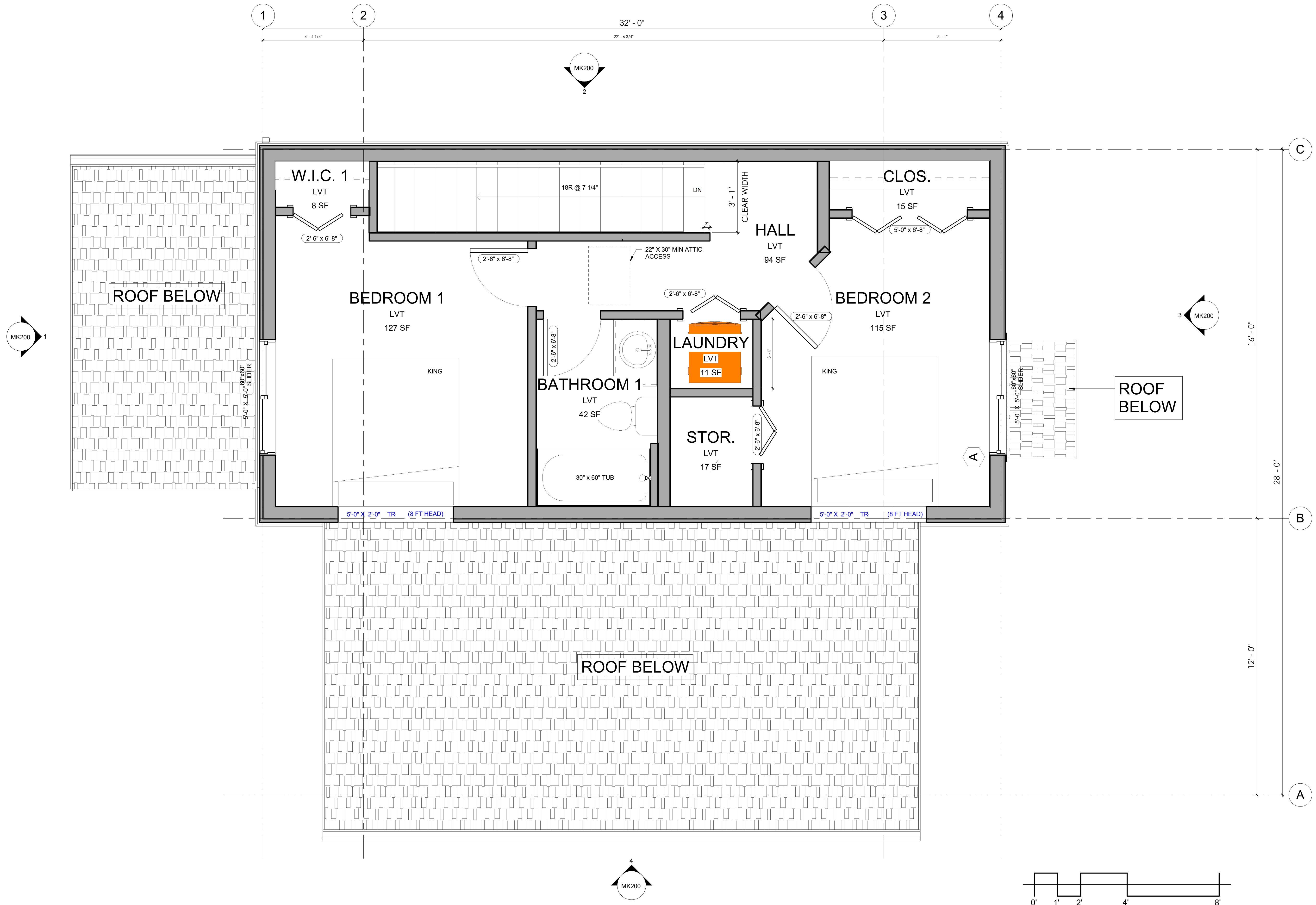
# IGNACIO

## OPTION 2

### ANTERO 16' - LEVEL ONE

ISSUE DATE: 03/19/2024

ENG. PROJECT #: 2024-03\_IG



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# IGNACIO

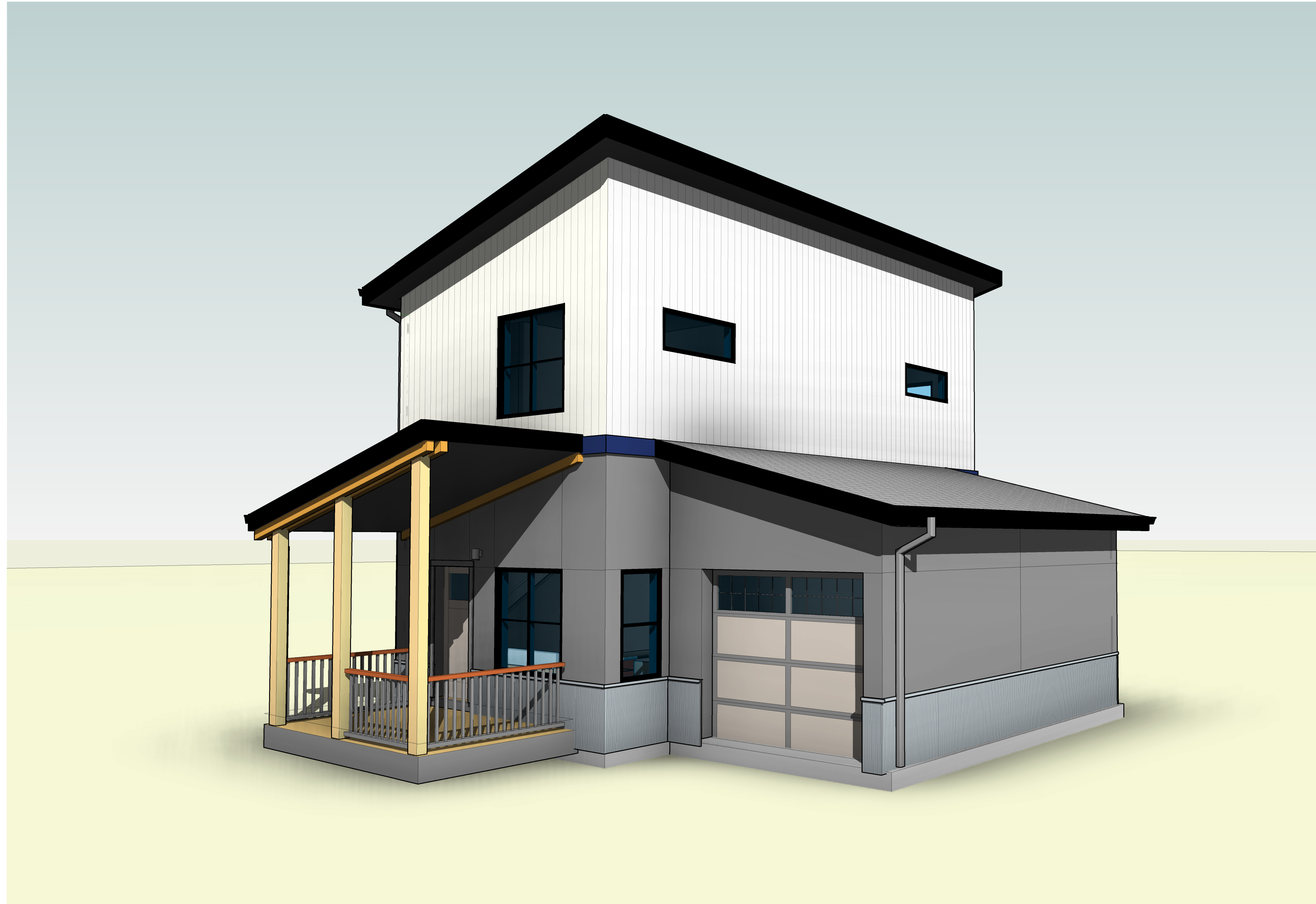
## OPTION 2

### ANTERO 16' - LEVEL TWO

ISSUE DATE: 03/19/2024

ENG. PROJECT #: 2024-03\_IG





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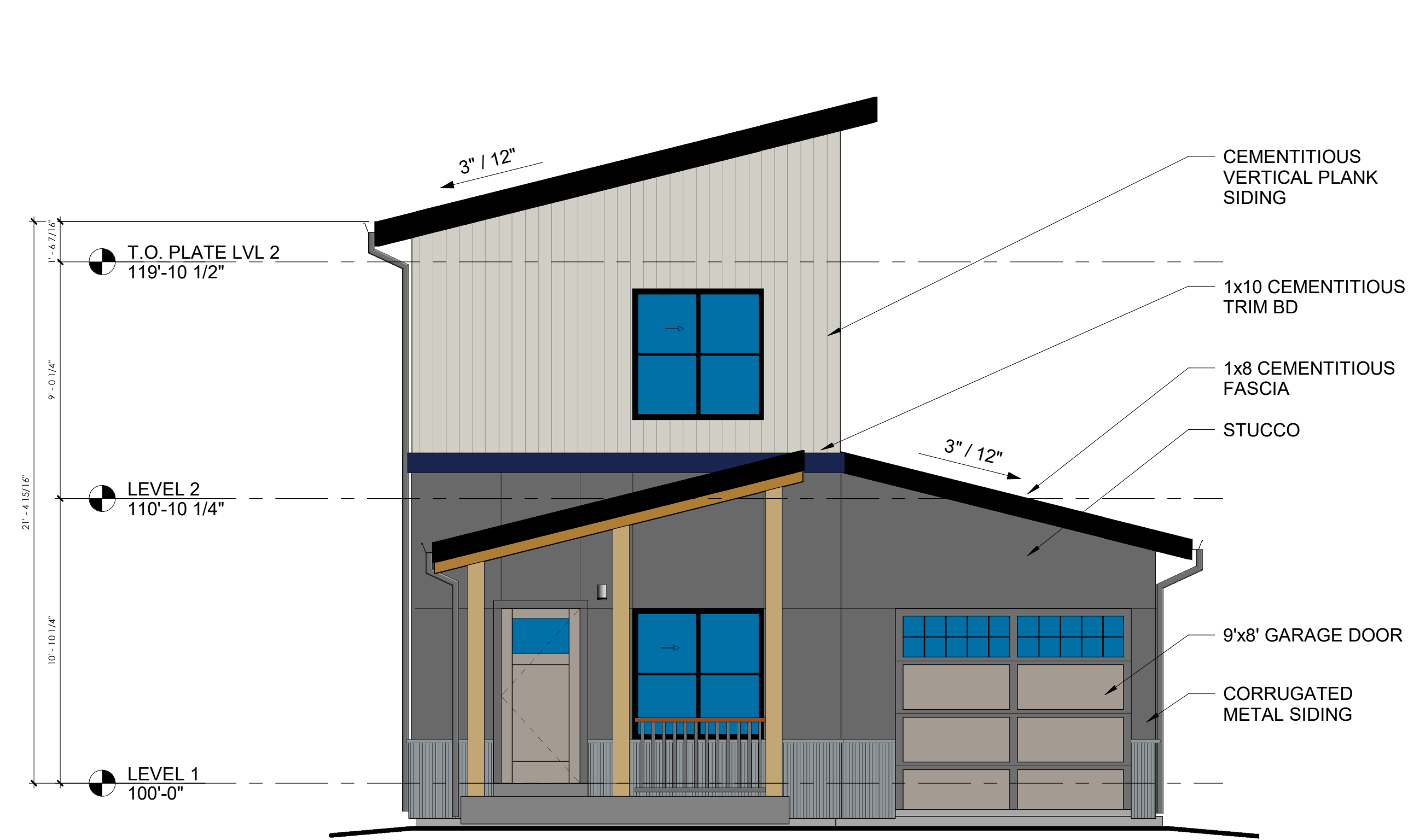
**IGNACIO**

OPTION 2

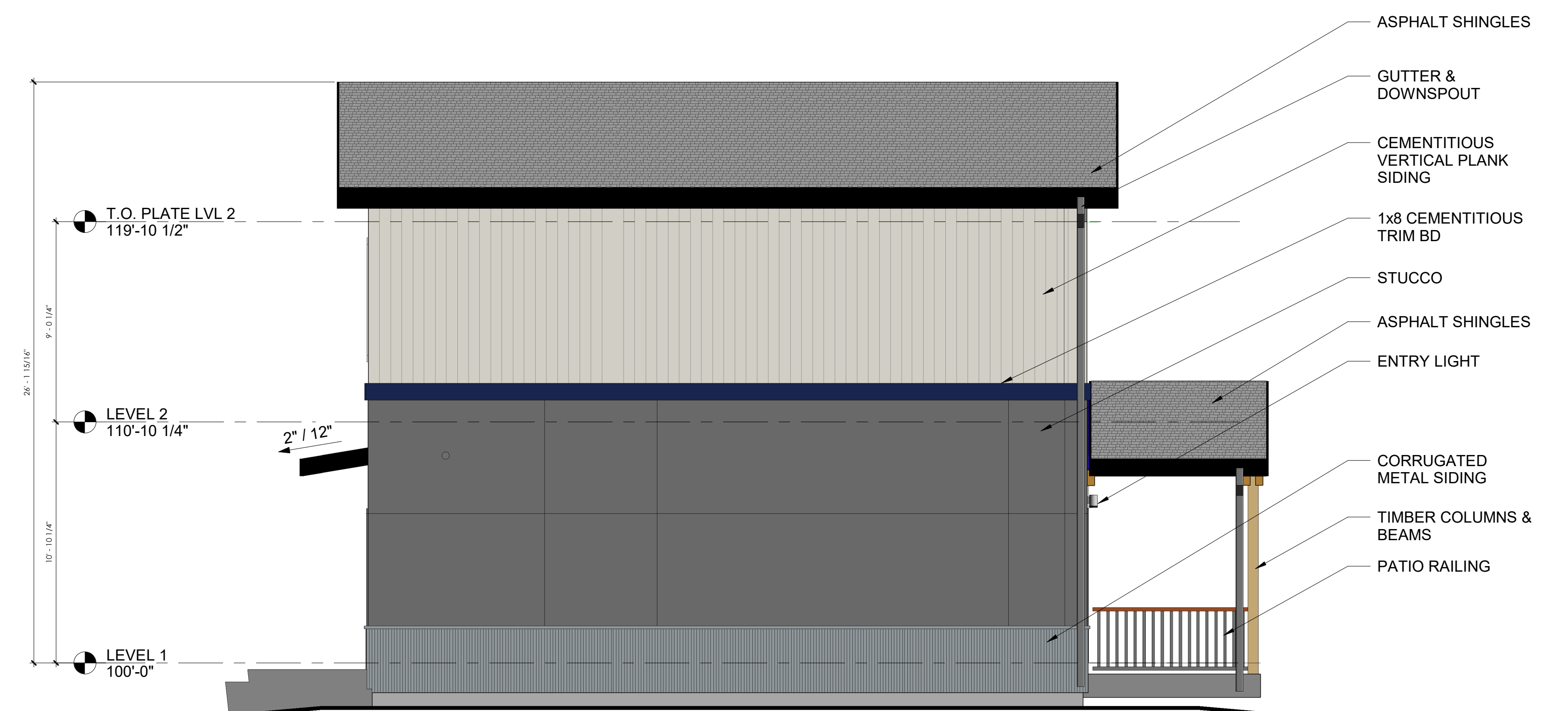
3D VIEW

ISSUE DATE: 03/19/2024

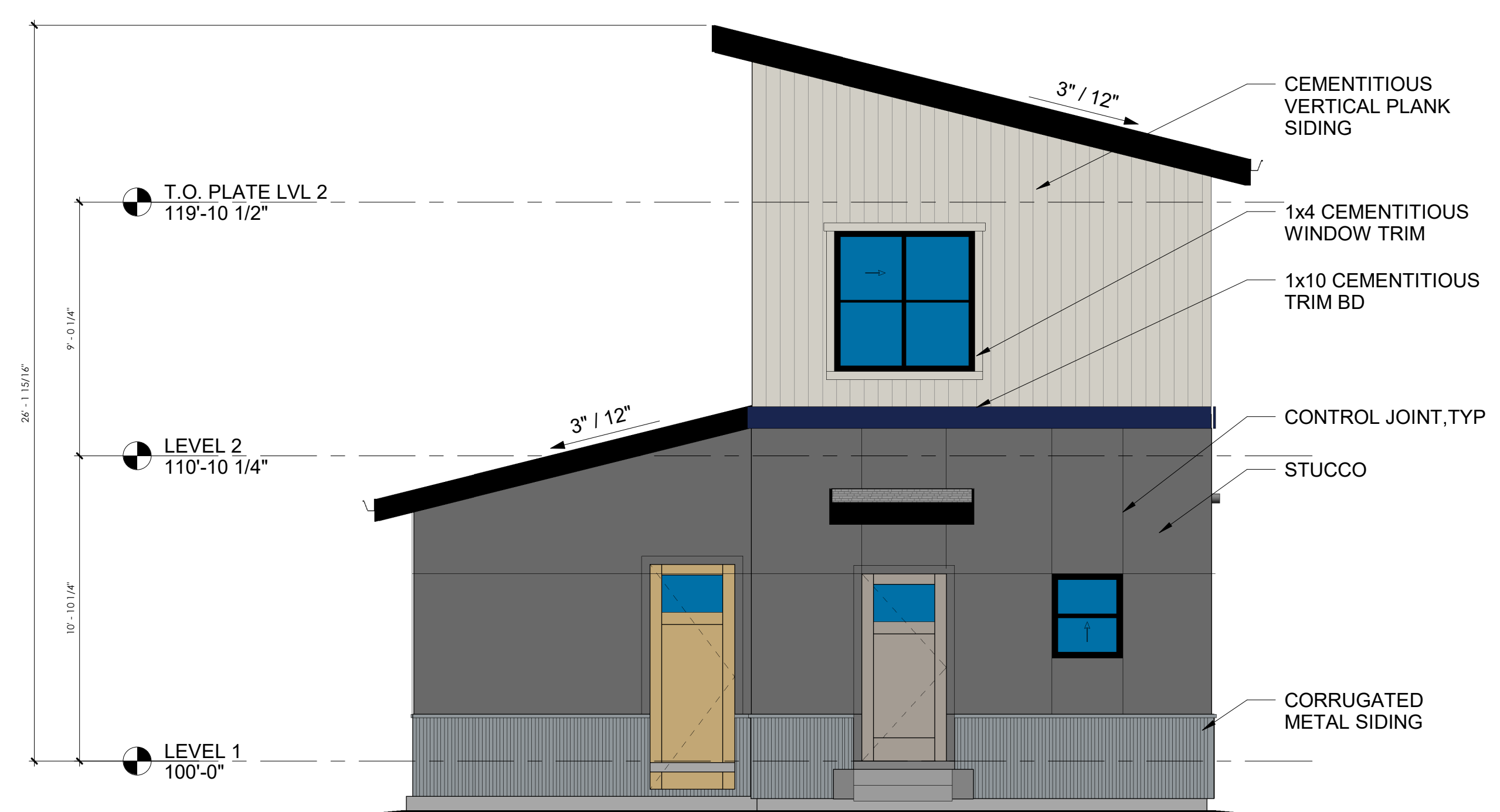
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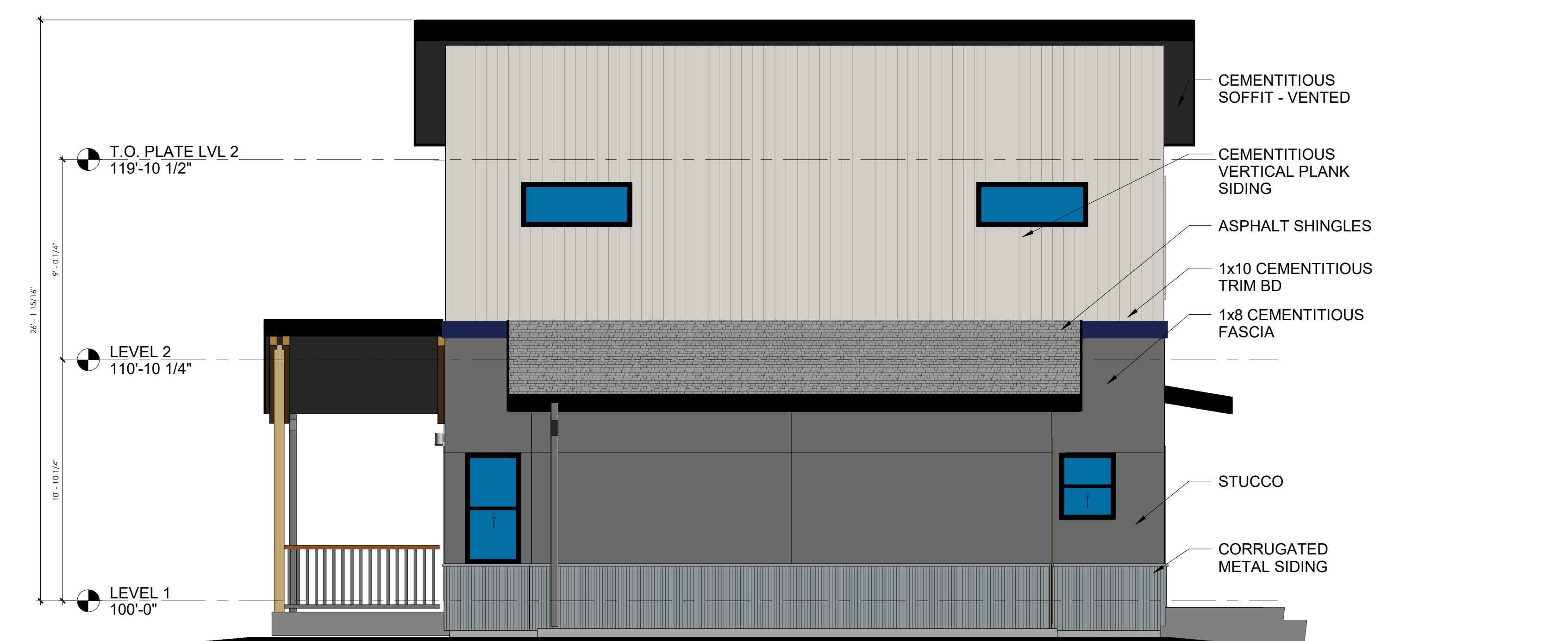
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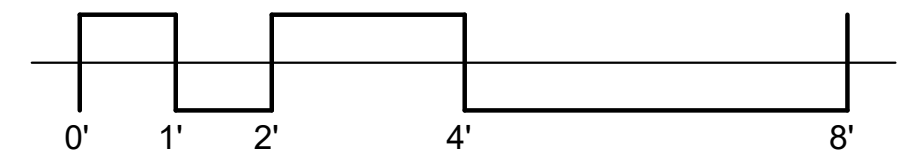
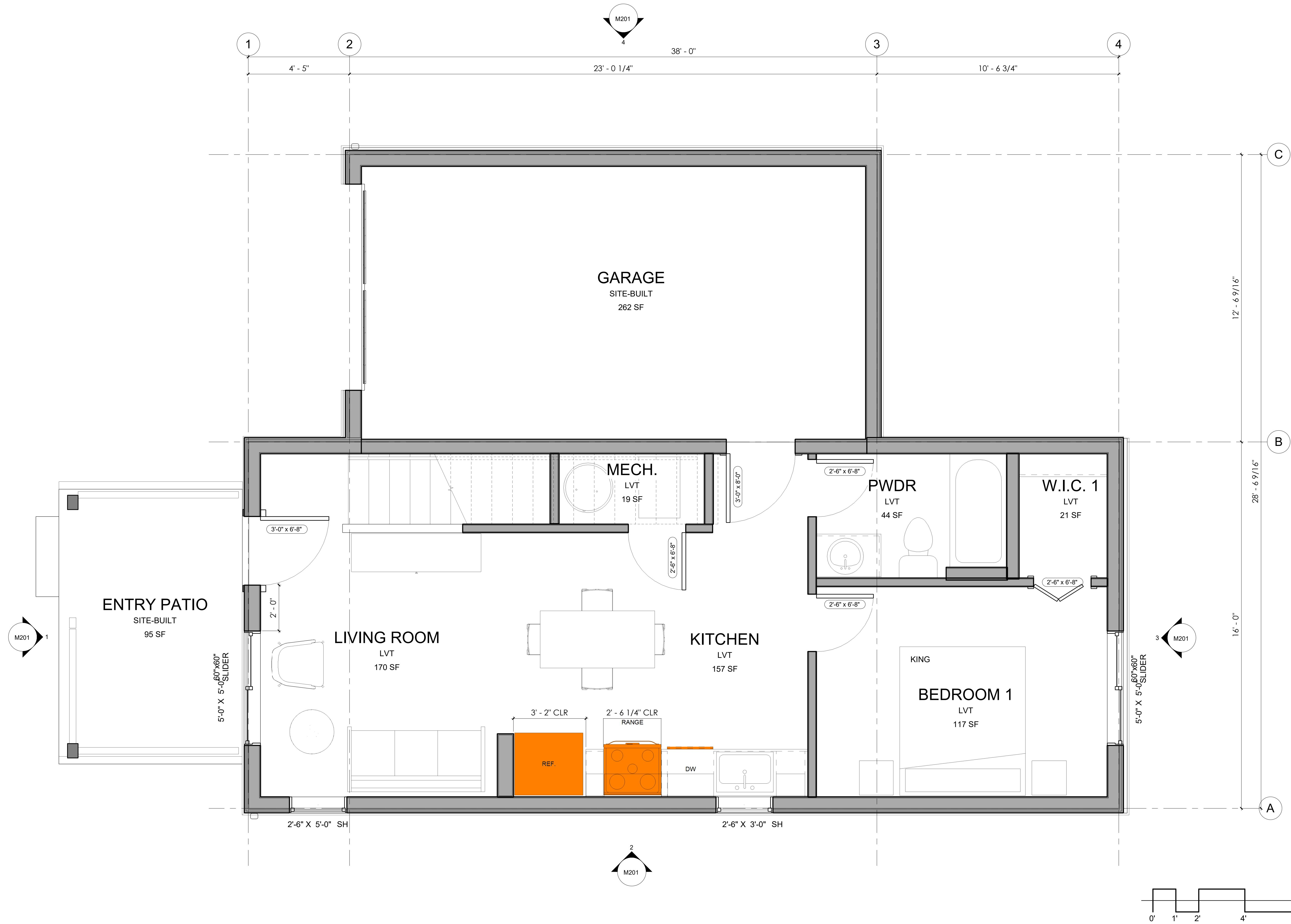
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1/4" = 1'-0"



3 REAR ELEV.  
1/4" = 1'-0"



4 RIGHT ELEV.  
1/4" = 1'-0"



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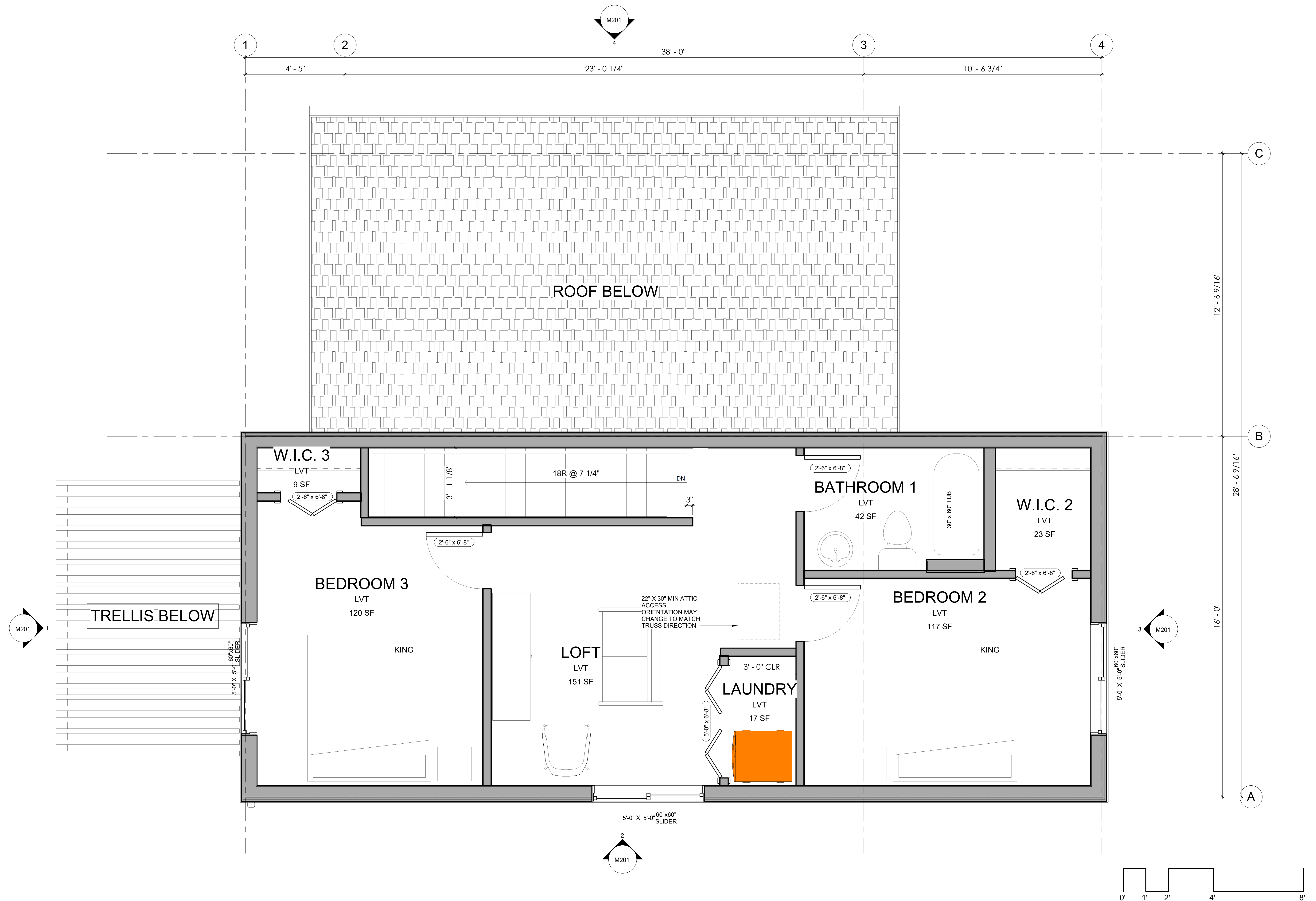
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## SHAVANO 16' - LEVEL ONE

ISSUE DATE: 03/20/2023

ENG. PROJECT #: 2024-031G





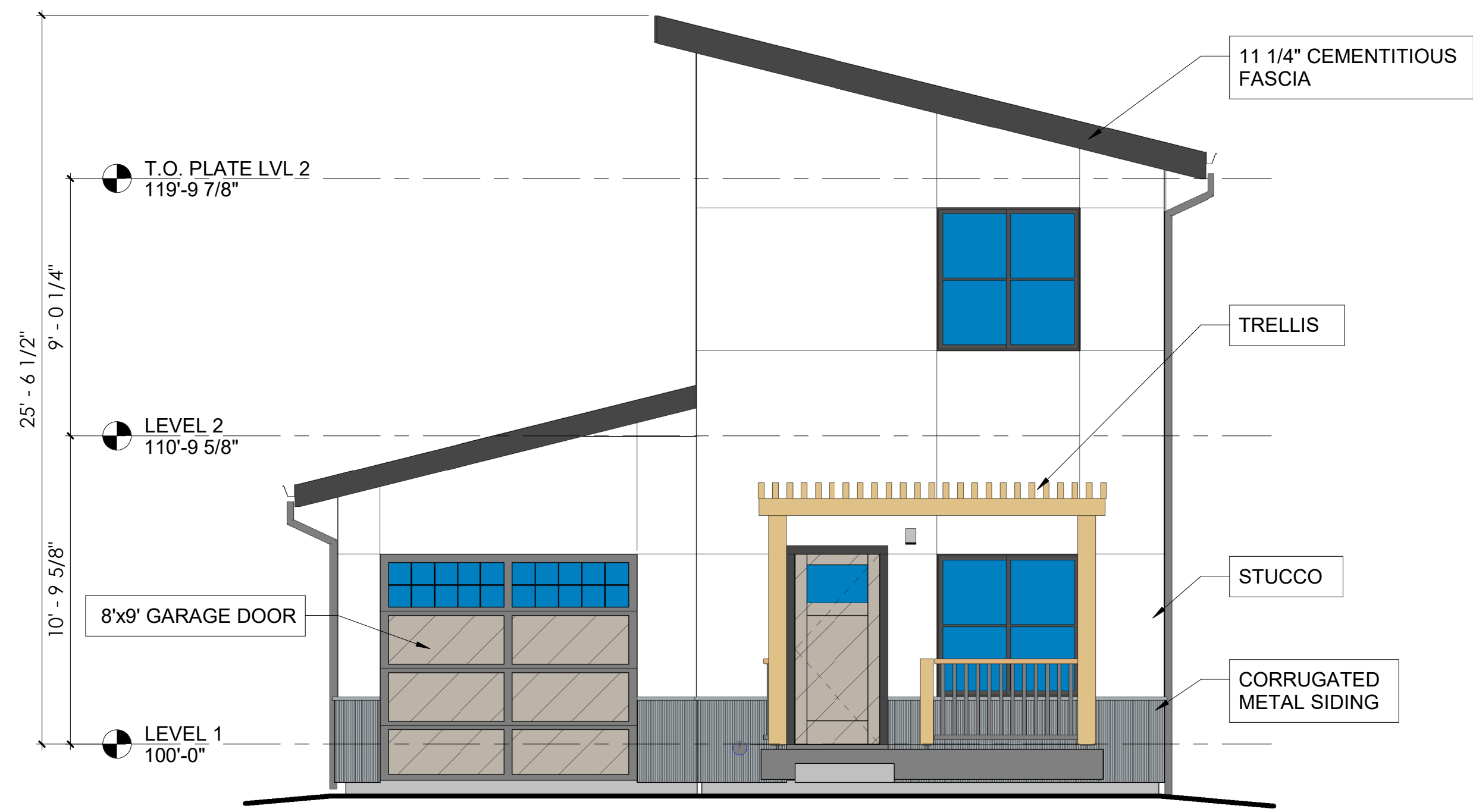
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 Architecture & Engineering Studio  
 1950 McCormick St.  
 Buena Vista, CO  
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# IGNACIO

# SHAVANO 16' - LEVEL TWO

ISSUE DATE: 03/20/2023

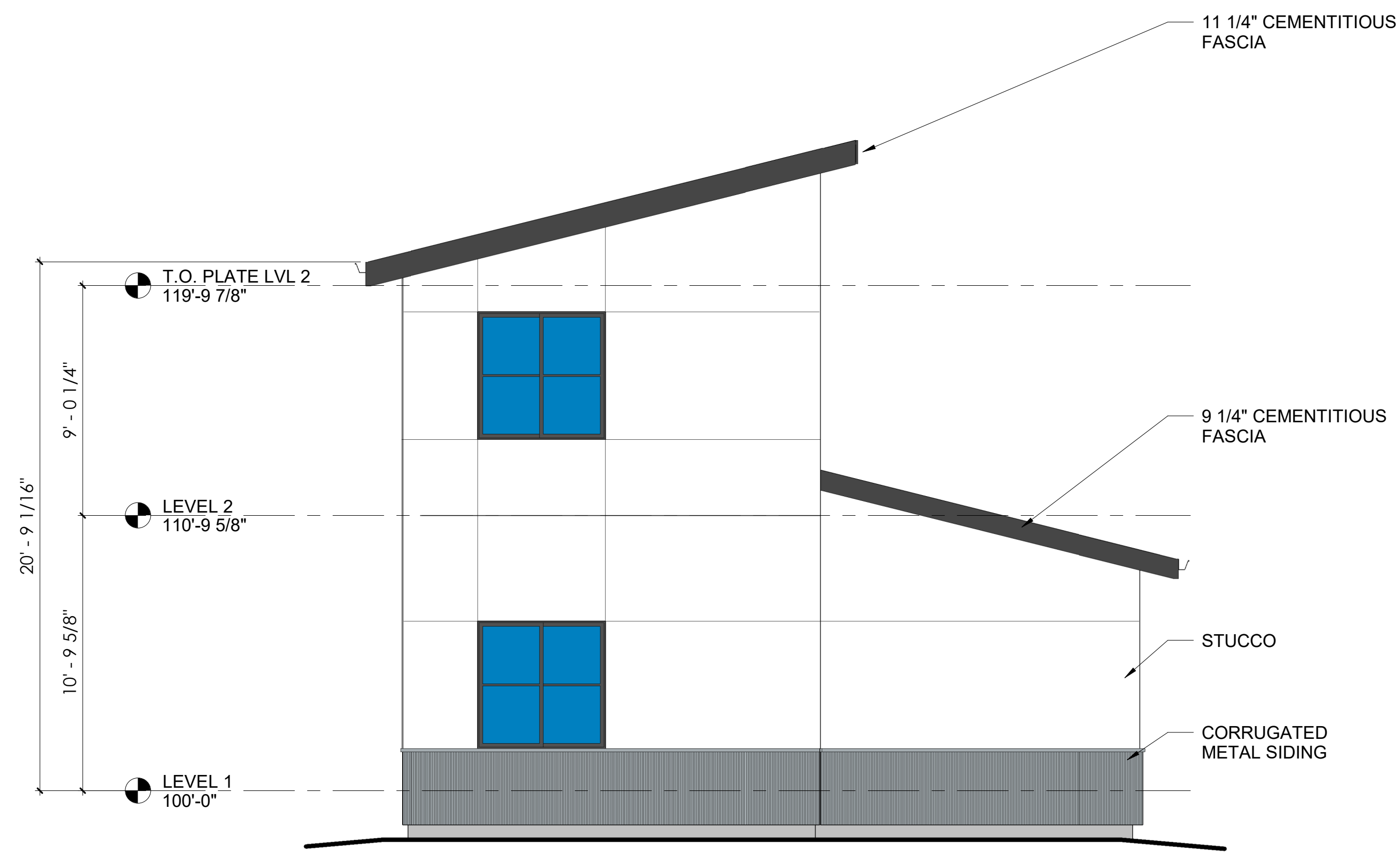
ENG. PROJECT #: 2024-031G



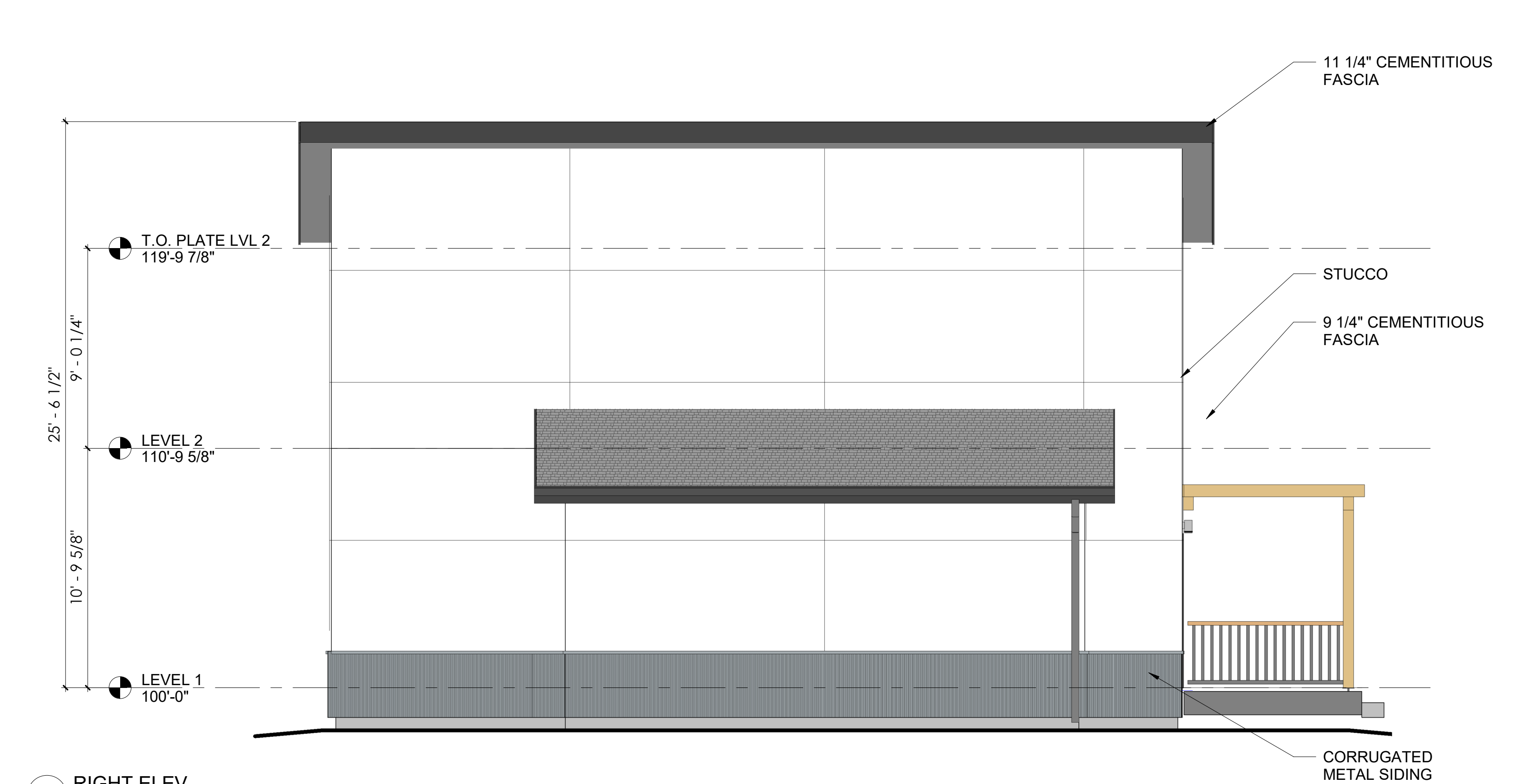
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2 LEFT ELEV.  
1/4" = 1'-0"



3 FRONT ELEV.  
1/4" = 1'-0"



4 RIGHT ELEV.  
1/4" = 1'-0"



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Engineering Studio

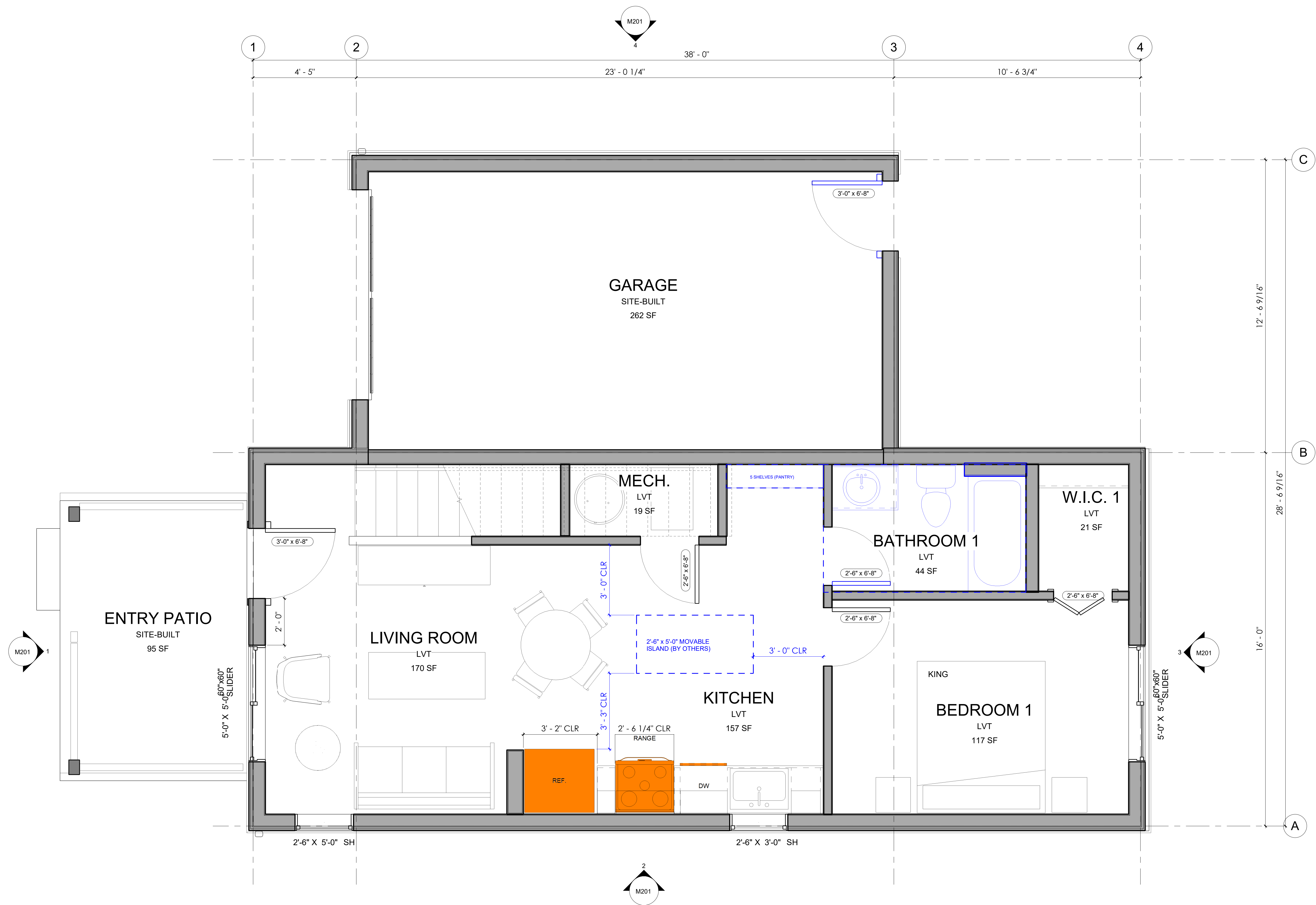
1950 McCormick St.  
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## IGNACIO

## SHAVANO 16' - 3D VIEW

ISSUE DATE: 03/20/2023

ENG. PROJECT #: 2024-031G



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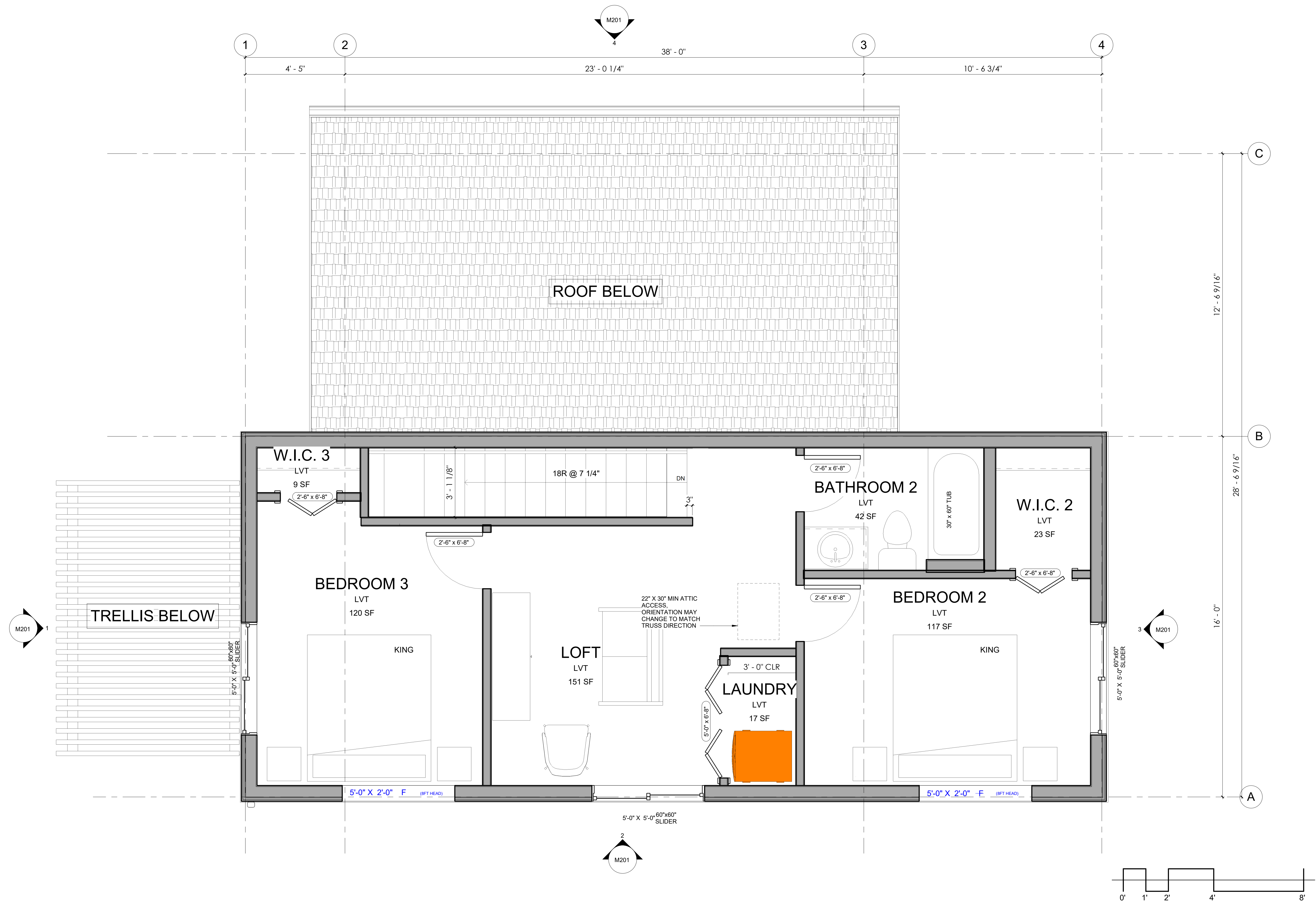
**IGNACIO**  
OPTION 2

SHAVANO 16' - LEVEL ONE

ISSUE DATE: 03/26/2023

ENG. PROJECT #: 2024-031G





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**IGNACIO**

OPTION 2

SHAVANO 16' - LEVEL TWO

ISSUE DATE: 03/26/2023

ENG. PROJECT #: 2024-031G





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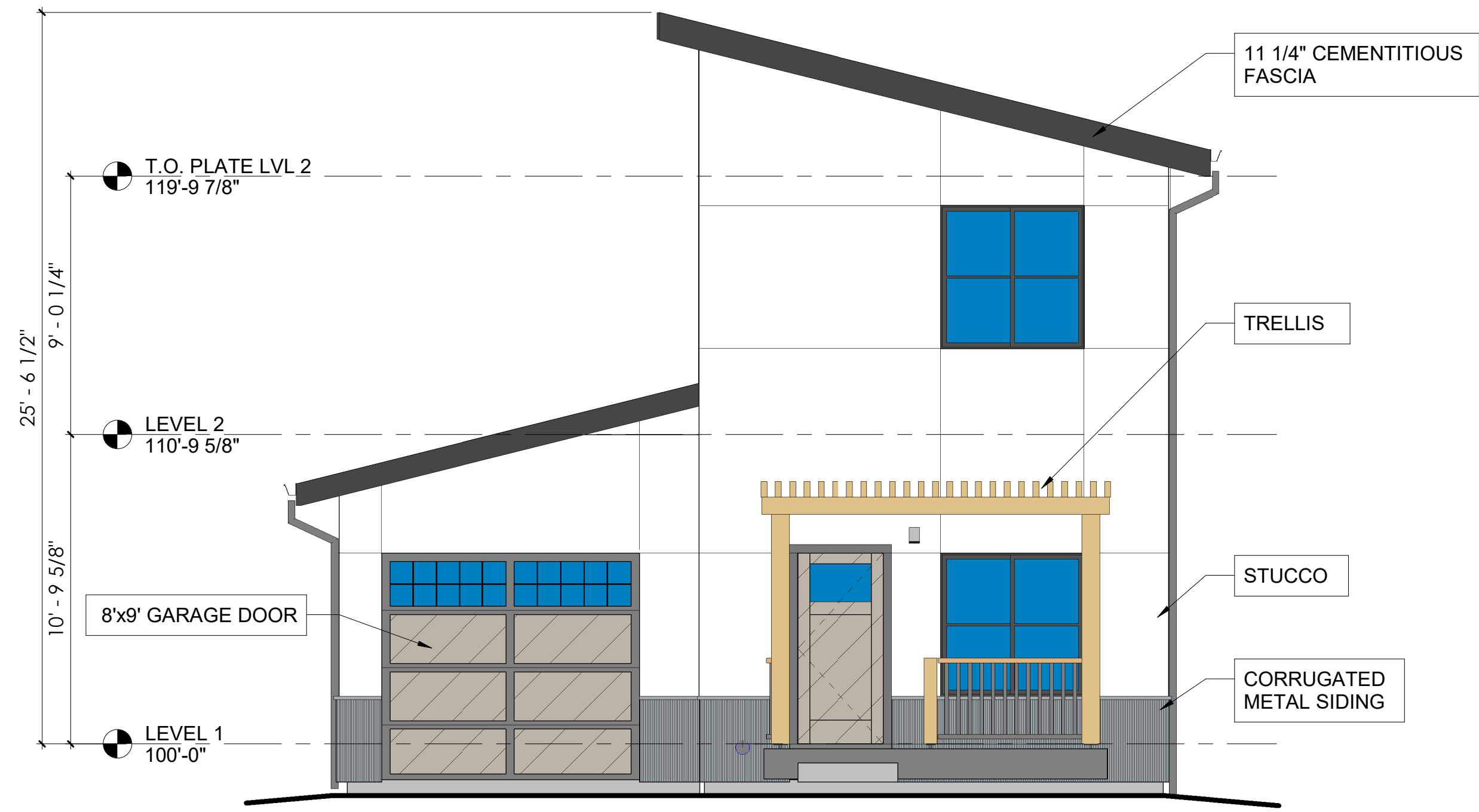
**IGNACIO**

OPTION 2

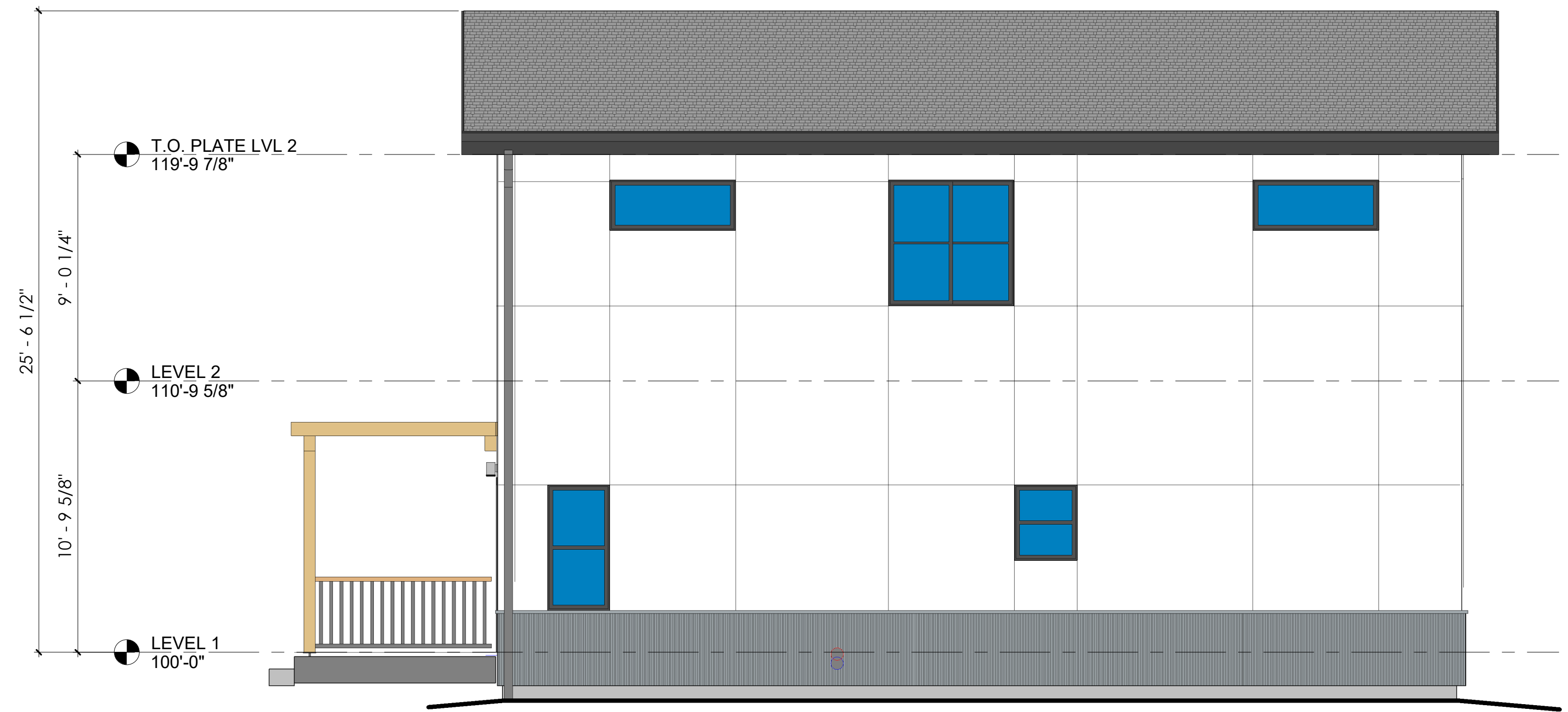
SHAVANO 16' - 3D VIEW

ISSUE DATE: 03/26/2023

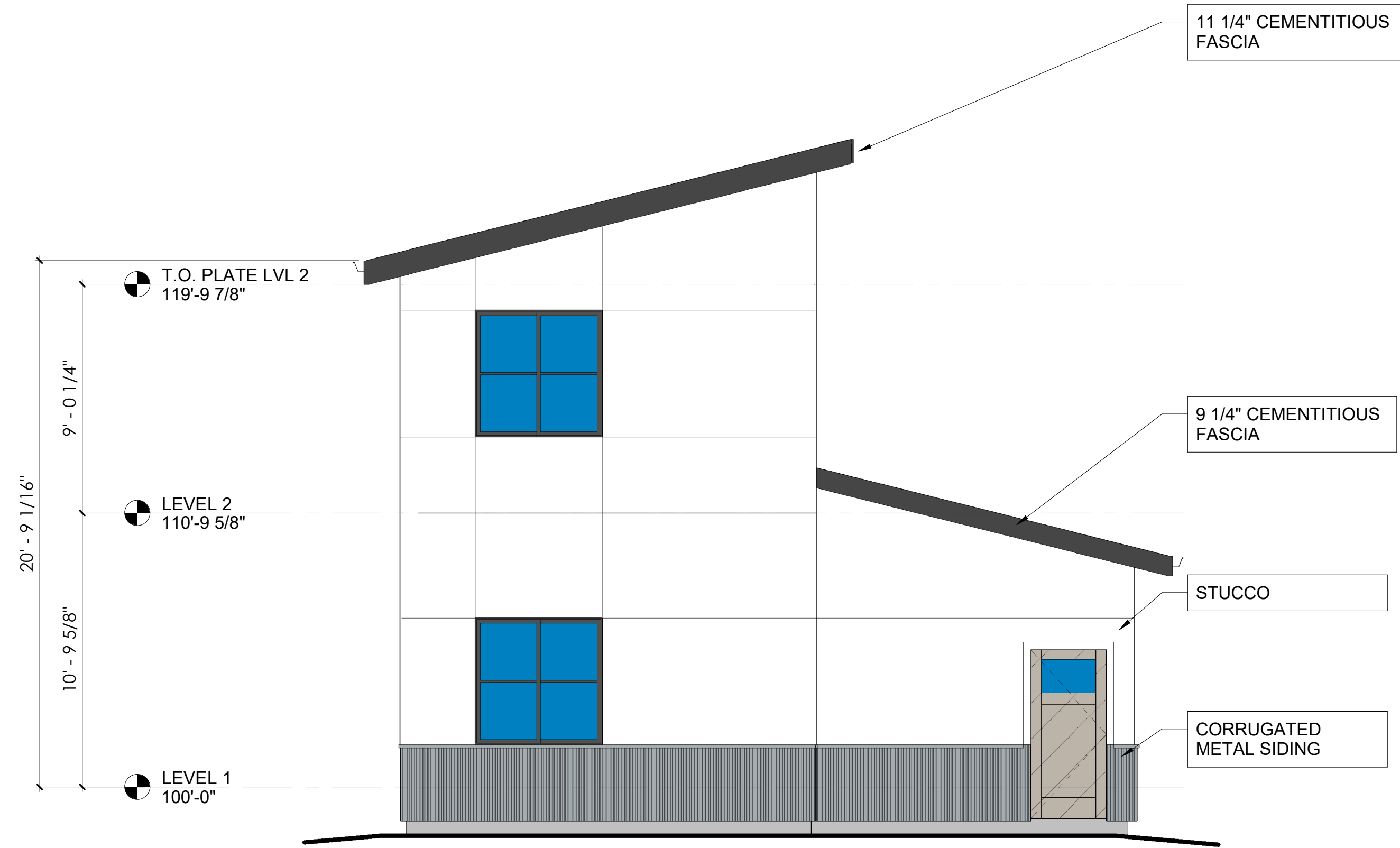
ENG. PROJECT #: 2024-031G



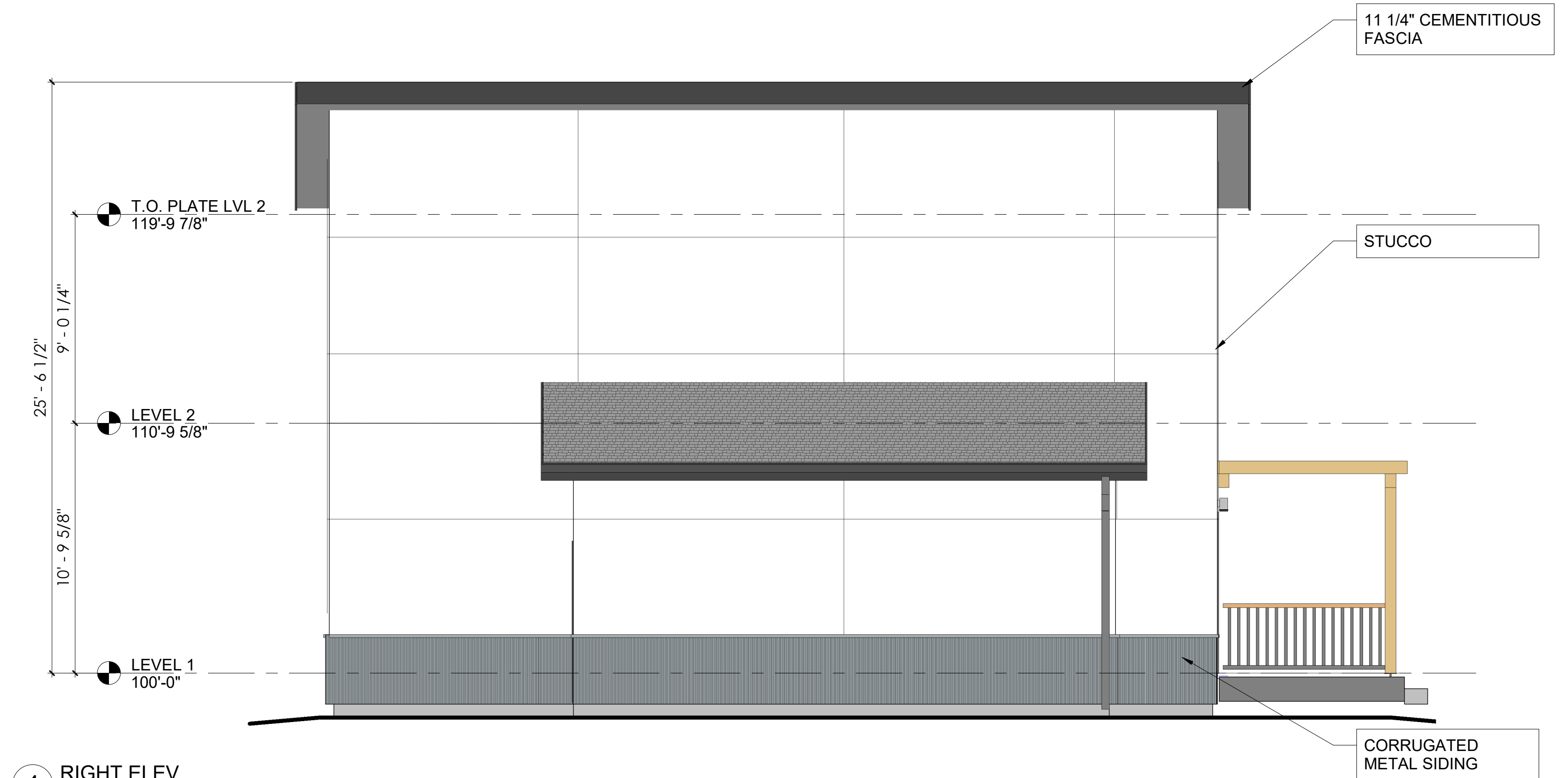
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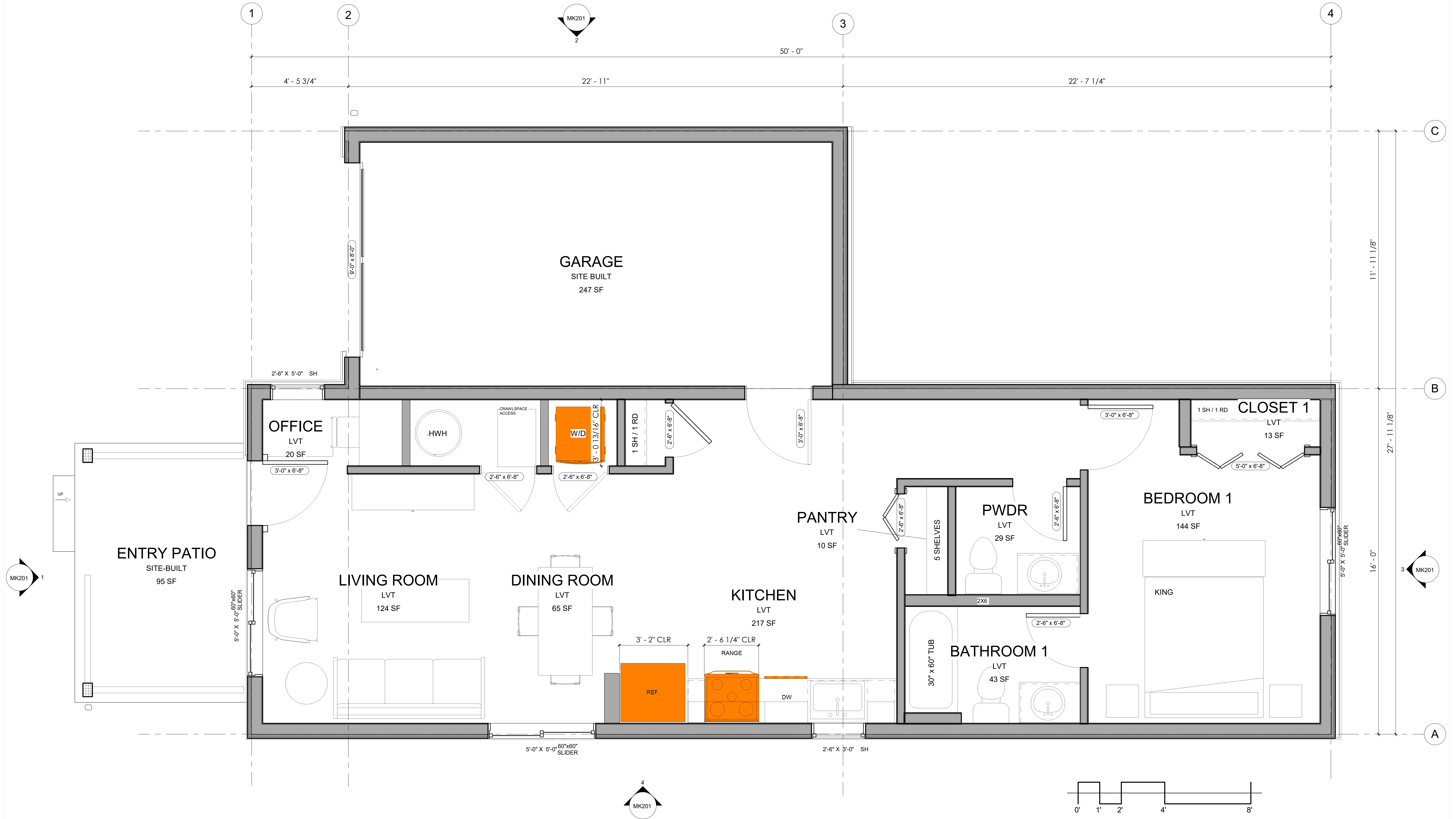
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1/4" = 1'-0"



3 FRONT ELEV.  
1/4" = 1'-0"



4 RIGHT ELEV.  
1/4" = 1'-0"



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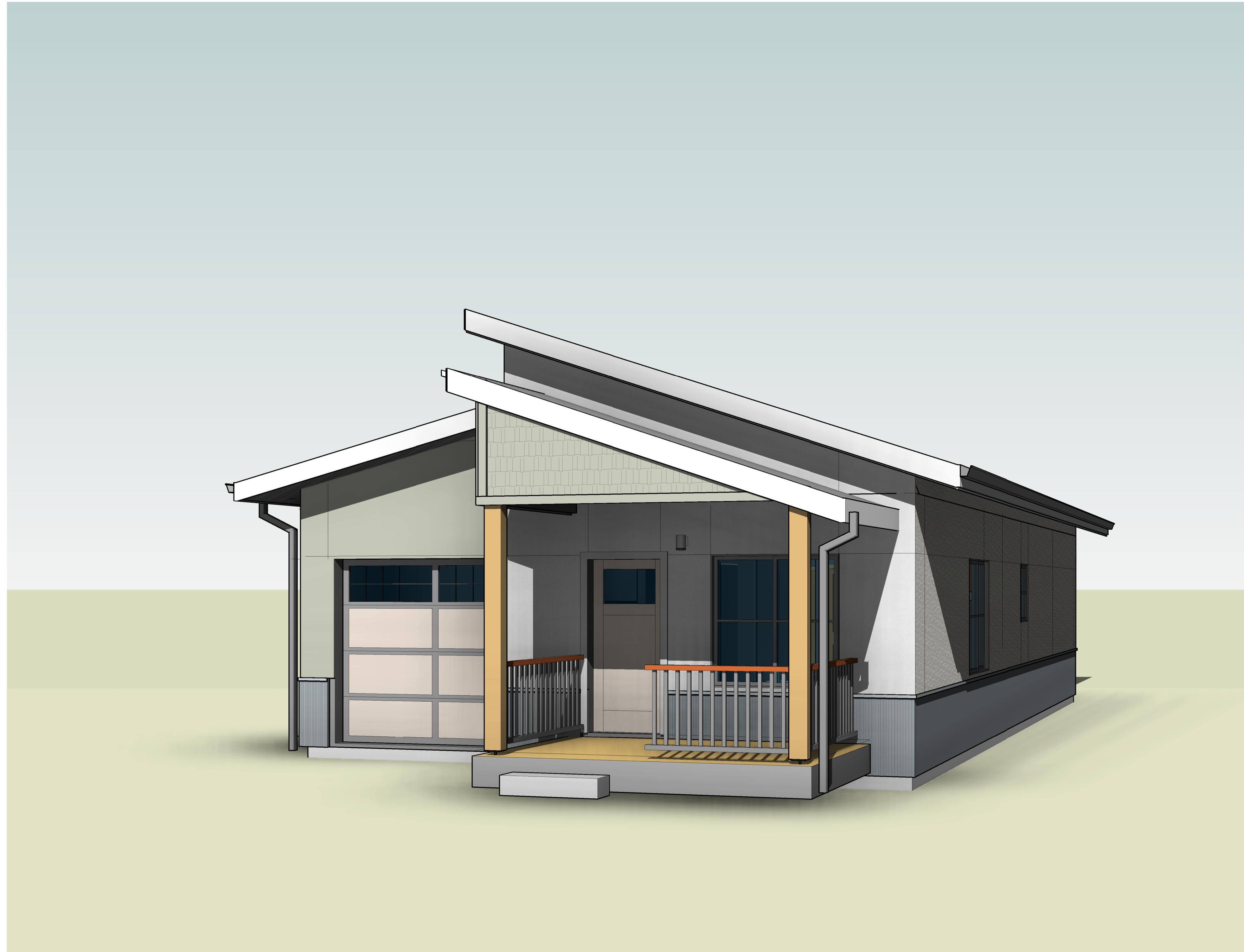
# IGNACIO

# DEMOCRAT 16' - LEVEL ONE

ISSUE DATE: 03/19/2023

ENG. PROJECT #: 2024-031G





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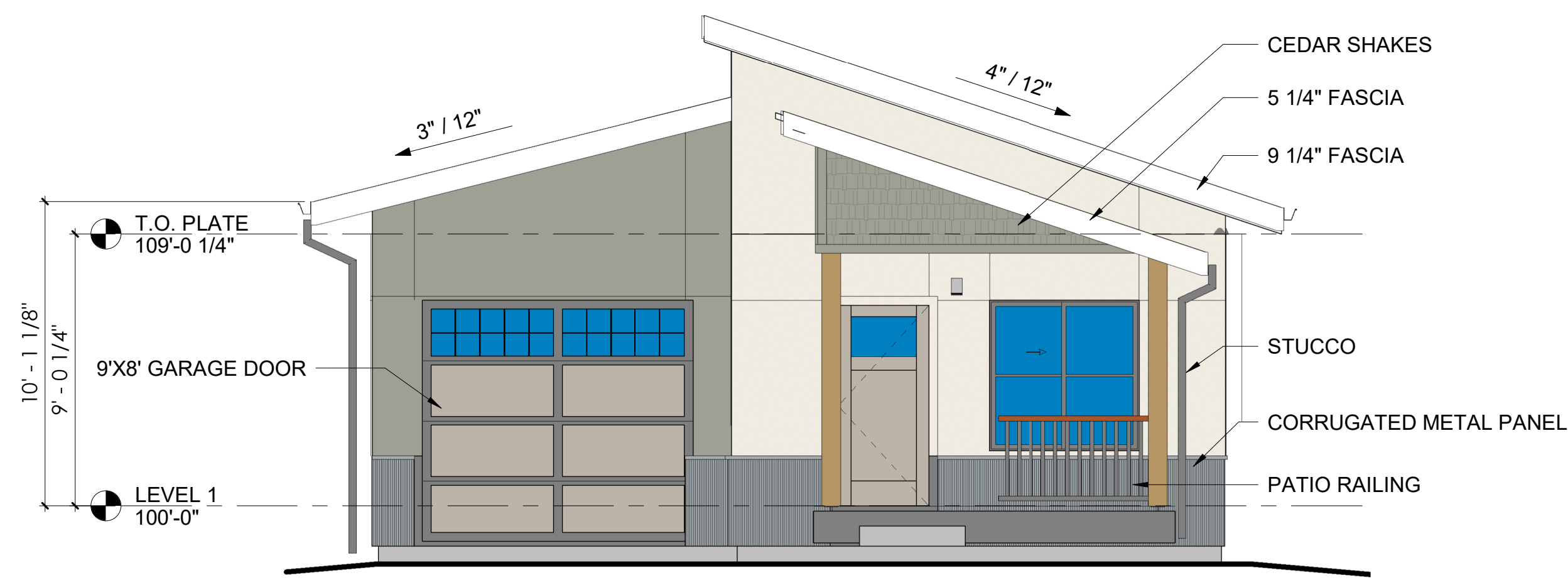
1950 McCormick St.  
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## IGNACIO

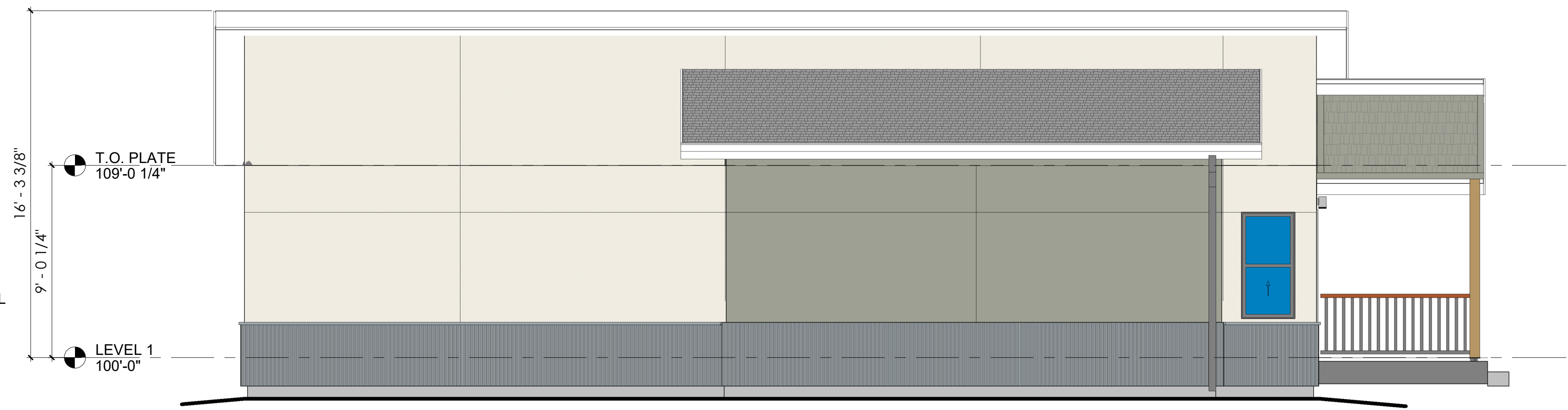
DEMOCRAT 16' - 3D VIEW

ISSUE DATE: 03/19/2023

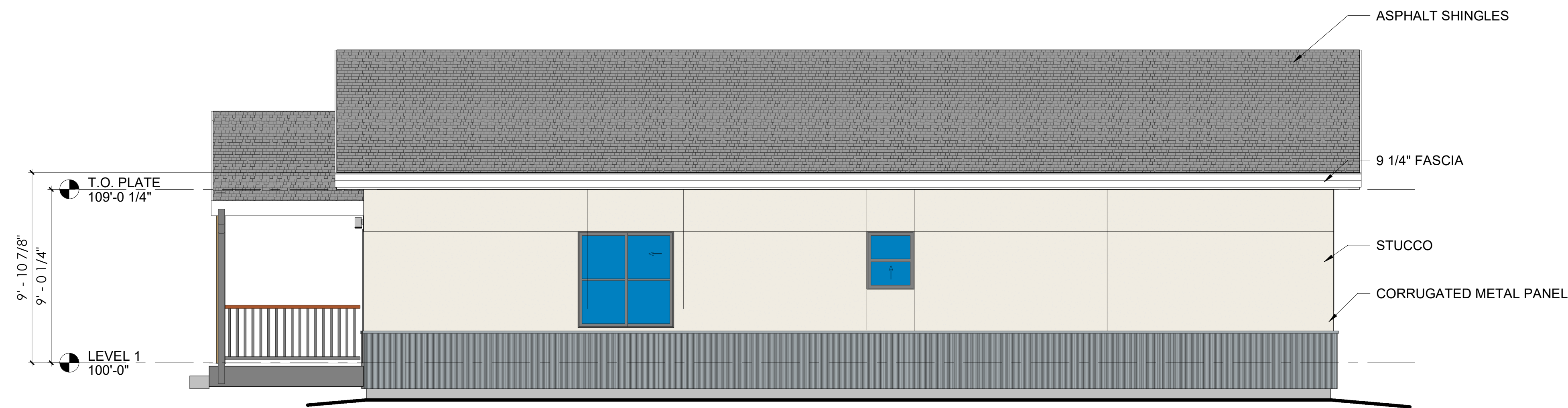
ENG. PROJECT #: 2024-031G



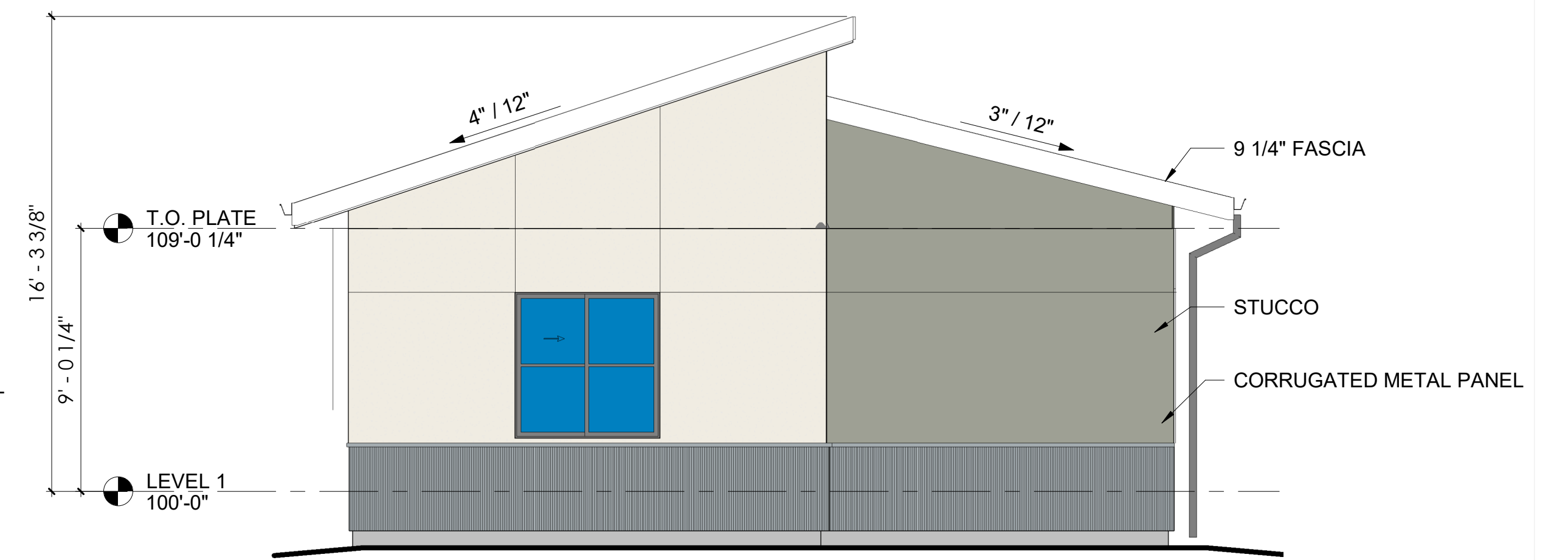
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1/4" = 1'-0"



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4 RIGHT ELEV.  
1/4" = 1'-0"



3 REAR ELEV.  
1/4" = 1'-0"

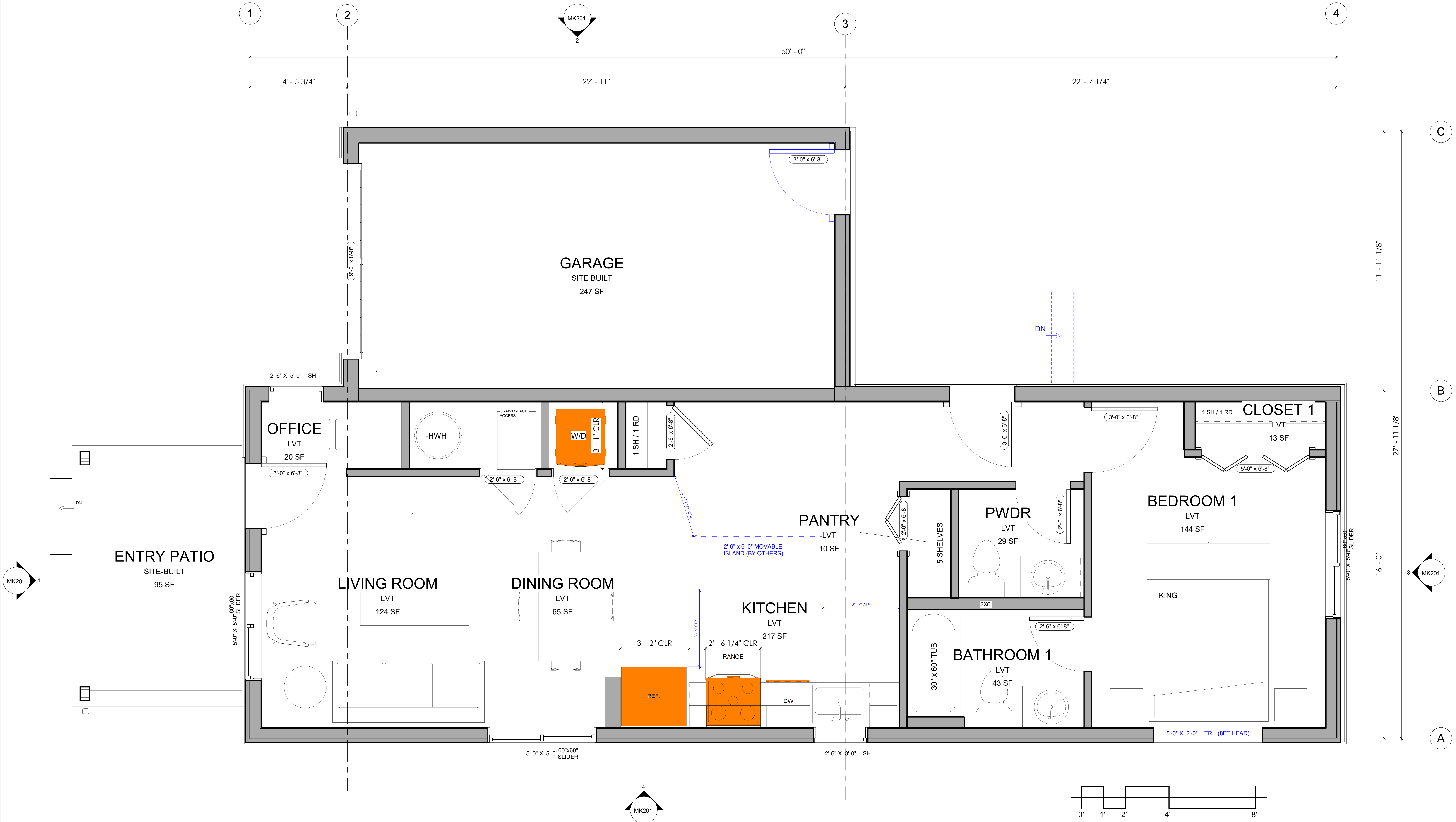


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# IGNACIO

## DEMOCRAT 16' - EXTERIOR ELEVATIONS





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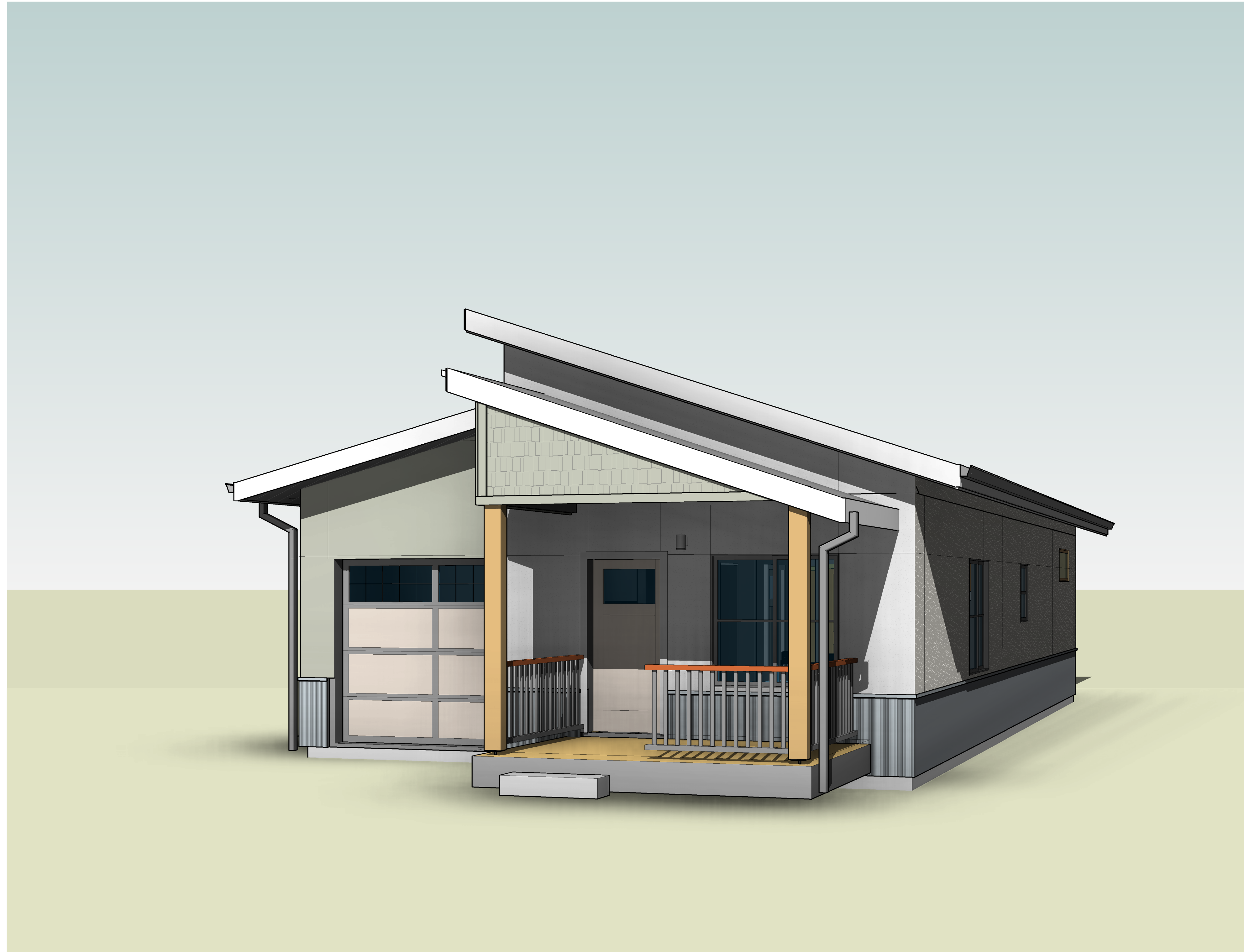
# IGNACIO

## OPTION 2

# DEMOCRAT 16' - LEVEL ONE

ISSUE DATE: 03/26/2023

ENG. PROJECT #: 2024-031G



Fading West Building  
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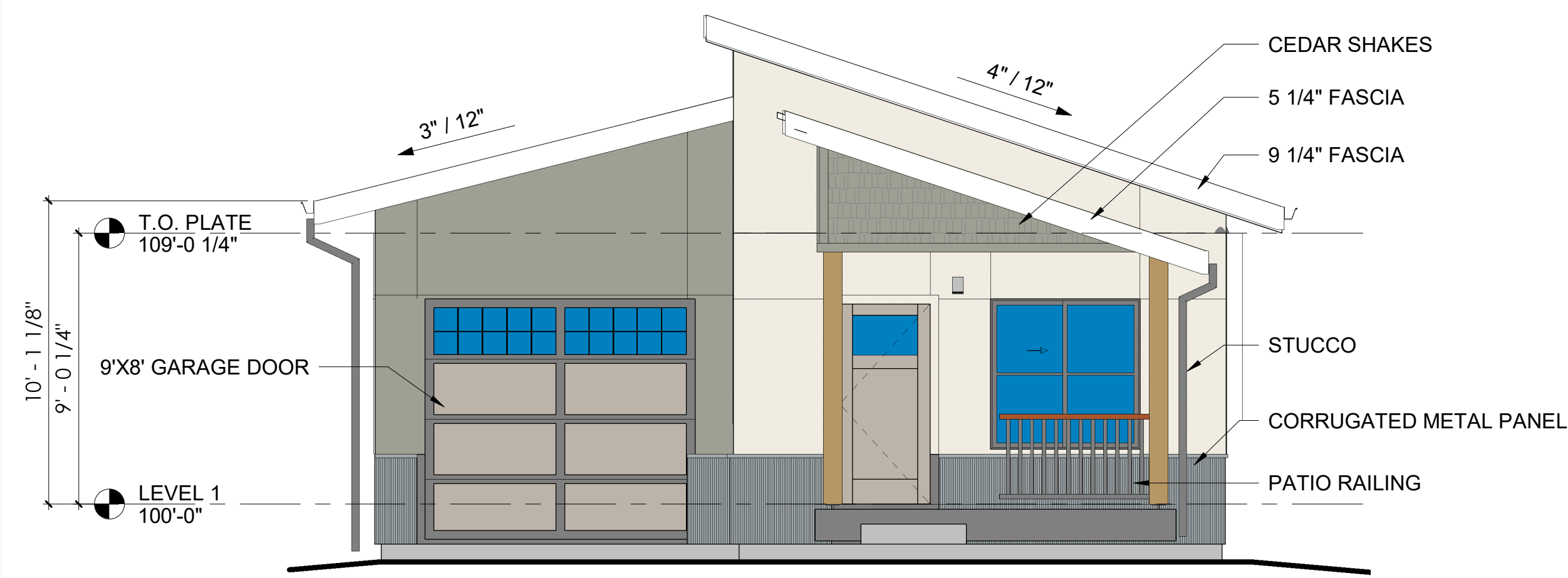
**IGNACIO**

OPTION 2

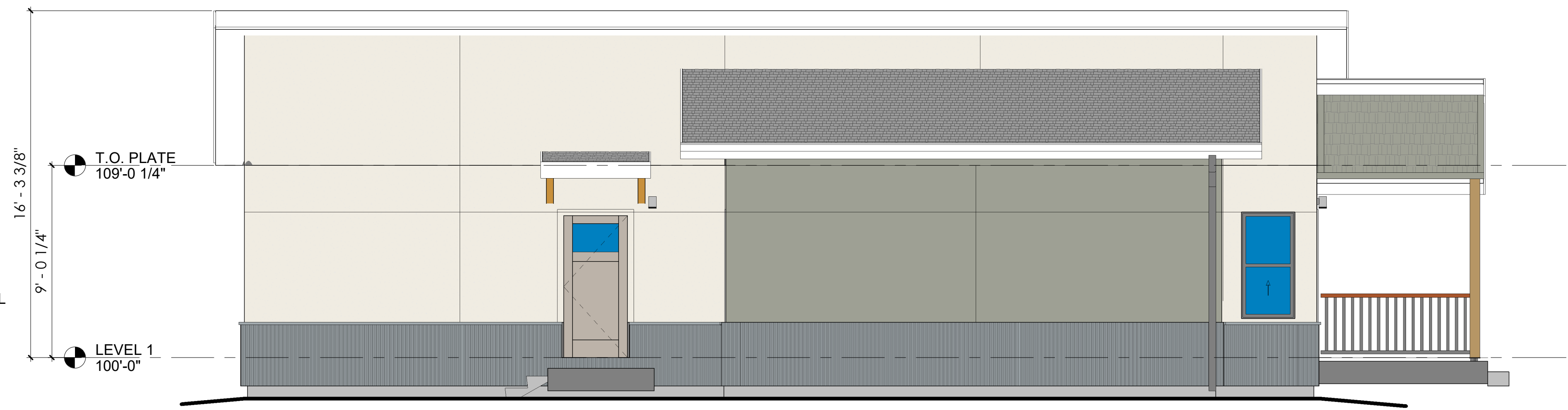
DEMOCRAT 16' - 3D VIEW

ISSUE DATE: 03/26/2023

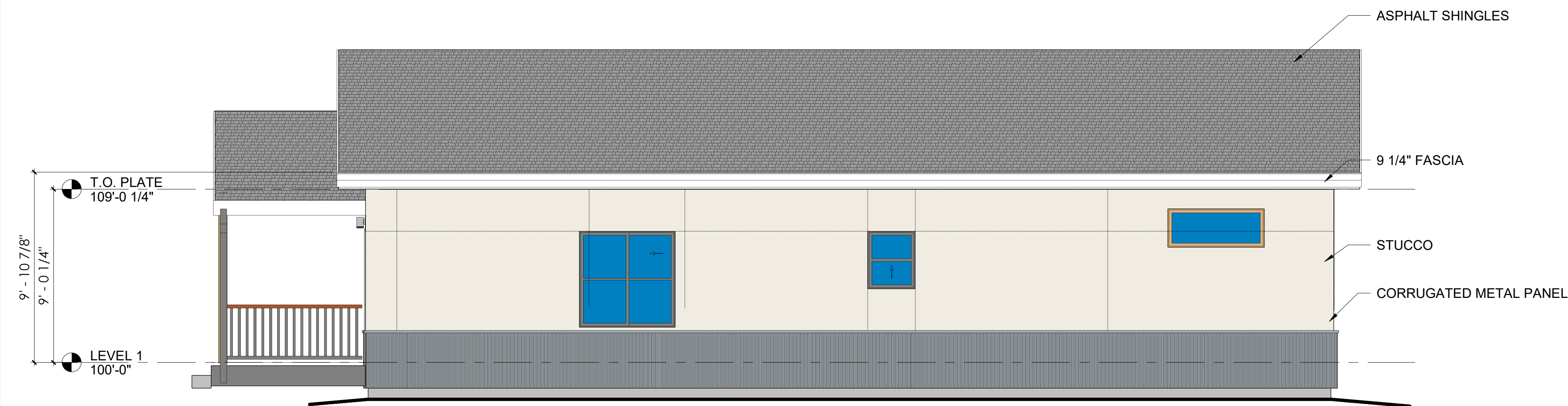
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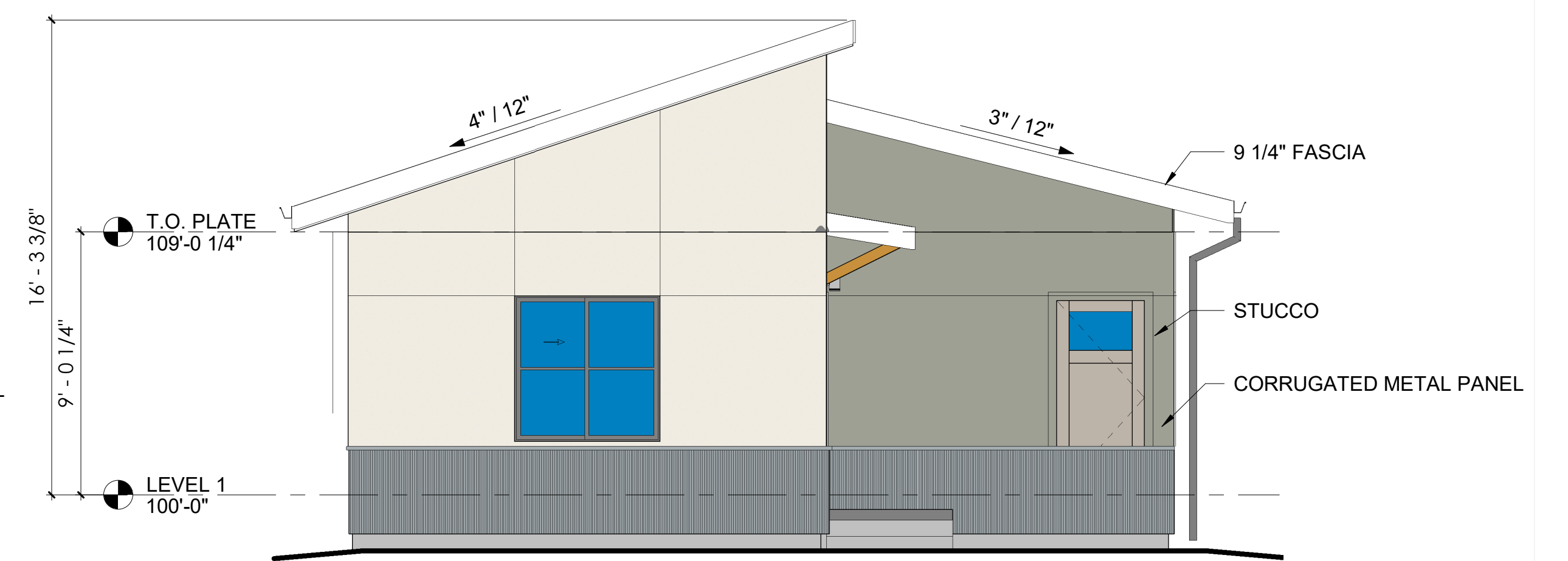
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3 REAR ELEV.  
1/4" = 1'-0"





## Overview of the Program

The Rural Jump-Start Zone program (based on Senate Bills 15-282 and 21-229) is a grant and tax relief program for New Businesses and New Hires which locate in designated rural, economically distressed areas of Colorado which have created a Rural Jump-Start Zone. The program offers the following benefits for New Businesses approved for the program:

- Grants up to \$20,000 on a 3:1 reimbursement basis for business expenses
- Grants up to \$2,500 per net New Hire in the program
- Grant amounts double if the New Business is in a Tier 1 Just Transition Community
- Relief from state income taxes
- Relief from the state sales & use tax
- Relief from county and municipal business personal property tax
- Relief from personal state income taxes for the New Hire

This program is jointly administered by the Colorado Office of Economic Development and International Trade (OEDIT), the Colorado Economic Development Commission (EDC) and the Colorado Department of Revenue.

The following counties have formed Rural Jump-Start zones: Alamosa, Archuleta, Clear Creek, Conejos, Costilla, Delta, Dolores, Fremont, Garfield (excluding Glenwood Springs and Carbondale), Huerfano, Kiowa, Kit Carson, Lake, Las Animas, Lincoln, Logan, Mesa, Moffat, Montezuma, Montrose, Morgan, Otero, Phillips, Prowers, Pueblo, Rio Blanco, Rio Grande, Routt, San Juan, Sedgwick, and Yuma.

## Program Structure

This program is a collaborative effort between economic development organizations, institutes of higher education, counties, municipalities, businesses, and employees.

### Sponsoring Entities

Sponsoring entities include institutes of higher education (IHEs); two- and four-year public colleges in Colorado and certain specialty schools; and Economic Development Organizations (EDO). The Sponsoring Entity is a key liaison between the public and private sectors in each county. Every business which applies to the program must be endorsed by and apply through a Sponsoring Entity in their specific Rural Jump-Start Zone.

### Counties

To participate in this program, a county must be designated as economically distressed by the EDC. Once designated, the county must pass a resolution to offer tax relief and be approved by the EDC to participate in the program. The list of eligible counties is published on the web page.

### Municipalities

To participate in this program, a municipality must first be in a county that has passed a resolution and approved by the EDC to become a Rural Jump-Start Zone. The municipality must also pass a resolution to participate and offer tax relief. No municipality can be forced to participate in the program, and a municipality is not enrolled in the program simply because the county is.

### Businesses

A business that wishes to participate in this program must be a new business that is locating into the Rural Jump-Start Zone. Furthermore, the business must apply to the IHE/EDO and be endorsed by the IHE/EDO.

### Employees

Employees who wish to participate in the program must be working for a business that has been approved by the EDC. Employees must earn at least the county average annual wage, be a full-time employee spending 80% or more of their work time in the county and be with the new business for six months to receive benefits.

Learn more at [www.oedit.colorado.gov/rjs](http://www.oedit.colorado.gov/rjs)



# Rural Jumpstart



# Region 9 Programs

- SouthWEST Opioid Response District
- Transit connectivity
- Data dashboard/  
reports/Commercial Real Estate Search tool
- Grant Digest- Grant Navigator
- Business Loan Fund
- SW Colorado Council of Governments
- Oversee Region's Comprehensive Economic Development Strategy
- Build middle mile broadband infrastructure
- Regional Housing coordination
- Economic development support
- San Juan Resource Conservation District
- Southwest Enterprise Zone



# 2023 Year In Review – La Plata (Ignacio)

- BLF-64 (47) **1**
- Data -22 (47) **1**
- Enterprise Zone -275 (95) **6**
- Grant – 38 (15) **3**
- Inquiries -88 (51) **2**

- <https://www.region9edd.org/performance-reports>
- <https://www.region9edd.org/economic-snapshot>
- <https://www.region9edd.org/corporate-annual-reports>





# Rural Jump-Start

- Tax relief and grant program for rural, economically distressed counties as determined by OEDIT.
- Benefitting new businesses and new hires who locate into or start in Jump-Start Zones
  - La Plata County is newly eligible
  - Montezuma, Archuleta, Dolores and San Juan already eligible and approved with many of the communities



# Becoming a Jump-Start Zone

- County Commissions need to pass Resolution – DONE
- Region 9 is submitting application
- Municipalities pass similar Resolution to participate.
- Waives county and municipal business personal property tax for RJS businesses





# Eligibility

- Not be operating in Colorado at time of application (NOT actively selling product)
- Not compete with a similar business in their or an adjacent economically distressed county/zone
  - La Plata, Montezuma, Dolores, San Juan, Hinsdale, Archuleta
- Must export product/service outside the zone
- Must hire at least 5 employees over 4 years at or above county's AAW - \$57,850
- Must be sponsored by Fort Lewis College or Region 9 EDD



# Approved Businesses

- Higher Purpose Homes— start-up housing manufacturer- modular- Montezuma
- Sasquatch Campers, LLC – manufacturer of off-road camper trailers- Silverton
- Cold Case – technology company on weather resistant storage for electronics – cell phone – Pagosa Springs





# Tax Benefits

## **New Business Relief:**

- State Income Tax
- State Sales & Use Tax
- County & Municipal Business Personal Property Tax

## **Qualified Employee Relief:**

- State Income Tax





# Grant Benefits

- \$20,000 Operating Grant
    - 3:1 match of business expenses
  - \$2,500 Grant per New Hire
    - Salary above county AAW - \$57,850
    - Full-time, 80% or more of time in zone
    - Employed for at least 6 months
  - Grant Program Expires June 30, 2024\*
- \*Currently asking for legislative extension





- **Contact:**
- **Laura Lewis Marchino, CEcD**
- Region 9 Economic Development District of SW Colorado
- [laura@region9edd.org](mailto:laura@region9edd.org)
- 970-247-9621
- [www.region9edd.org](http://www.region9edd.org)



**RESOLUTION NO. 2024-14**

**A RESOLUTION OF THE BOARD OF COUNTY  
COMMISSIONERS OF LA PLATA COUNTY, COLORADO,  
AUTHORIZING PARTICIPATION IN THE RURAL JUMP-START  
PROGRAM**

**WHEREAS**, the La Plata County Board of Commissioners recognizes the benefit of economic development in the County and one of our key objectives of the Economic Vitality branch of our Strategic Plan is to support policies, programs and partnerships that ensure a diverse local economy; and

**WHEREAS**, Colorado enacted the Rural Jump-Start Zone program §39-30.5-106 C.R.S., for the express purpose of encouraging economic development in rural areas of Colorado through tax relief; and

**WHEREAS**, the Colorado Office of Economic Development and International Trade has recently designated La Plata County as economically distressed, which is a requirement for participation in this tax relief program; and

**WHEREAS**, in order for businesses within La Plata County or Durango, Bayfield and Ignacio to be able to participate in this program, La Plata County must pass this resolution; and

**WHEREAS**, the La Plata County Board of Commissioners believes that it is in the best interest of the County to participate in the Rural Jump-Start Program.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY  
COMMISSIONERS OF LA PLATA COUNTY, COLORADO, AS FOLLOWS:**

1. Participation in the Rural Jump-Start program is authorized.
2. Through the Rural Jump-Start Program, La Plata County agrees to refund to the qualifying new business 100% of the county business personal property tax imposed on all new businesses that are approved by Colorado Economic Development Commission to participate in the Rural Jump-Start Program, for as long as the Office of Economic Development and International Trade (OEDIT) designates these new businesses as approved for the Rural Jump-Start Program, understanding that such tax relief is limited by statute to eight years for each new business.

**DONE AND ADOPTED IN DURANGO, LA PLATA COUNTY, COLORADO**, this 12<sup>th</sup> day of March, 2024.





ATTEST:

Elnaleth Souza  
Clerk to the Board

BOARD OF COUNTY COMMISSIONERS  
LA PLATA COUNTY, COLORADO

Matt Salka  
Matt Salka, Chair

Marsha Porter-Norton  
Marsha Porter-Norton, Vice-Chair

Clyde Church  
Clyde Church, Commissioner

**RESOLUTION NO. 08-2024**

**A RESOLUTION OF THE TOWN OF IGNACIO AUTHORIZING PARTICIPATION IN THE RURAL JUMP-START ZONE PROGRAM**

WHEREAS, the Town of Ignacio, Colorado, wishes to participate in the Rural Jump-Start Zone Program; and,

WHEREAS, the Town Board of Trustees of the Town of Ignacio, Colorado, recognizes that it is beneficial to increase economic development in the Town; and,

WHEREAS, the State of Colorado enacted the Rural Jump-Start Zone Act (C.R.S. 39-30.5-101 et seq) for the express purpose of encouraging economic development in the rural areas of Colorado; and,

WHEREAS, the Town Board of Trustees has determined that it is in the best interest of the Town to participate in the Rural Jump-Start Zone Program.

**NOW, THEREFORE**, be it resolved by the Board of Trustees of the Town of Ignacio that:

1. The Town Board of Trustees authorizes the Town of Ignacio to participate in the Rural Jump-Start Zone Program.
2. In the course of this participation, the Town Board of Trustees of the Town of Ignacio does hereby agree to refund to the new businesses 100% of the municipal business personal property tax imposed on all new businesses that are approved by the Colorado Economic Development Commission to participate in the Rural Jump-Start Zone Program, for as long as the Colorado Economic Development Commission designates these new businesses as approved for the Rural Jump-Start Zone Program, for a period of time which coincides with the time frame set forth in the Jump-Start Zone Act (C.R.S. 39-30.5-101 et seq) now in effect as may be amended from time to time.
3. In the course of this participation, the Town of Ignacio Town Board of Trustees agrees to refund to the new business 100% of the municipal sales and use tax imposed on all new businesses that are approved by the Colorado Economic Development Commission to participate in the Rural Jump-Start Zone Program, for as long as the Colorado Economic Development Commission designates these new businesses as approved for the Rural Jump-Start Zone Program, for a period of time to coincide with the Jump-Start Zone Act (C.R.S. 39-30.5-101 et seq) now in effect and as may be amended from time to time.

PASSED, APPROVED, AND ADOPTED by the Town Board of Trustees of Ignacio, Colorado, on the 1<sup>st</sup> day of April, 2024.

**TOWN OF IGNACIO, COLORADO**

**ATTEST:**

\_\_\_\_\_  
Clark Craig, Mayor

\_\_\_\_\_  
Tuggy Dunton, Town Clerk/Treasurer

THIS DOCUMENT IS AN EXCERPT FROM A LARGER WORK UNDER  
PRODUCTION CONCERNING MEETING PROCEDURE FOR  
COLORADO LOCAL GOVERNMENTS  
February 2021

# ***Bob's Rules of Order***

## **SIMPLIFIED PARLIAMENTARY RULES OF ORDER FOR COLORADO LOCAL GOVERNMENTS**

**Robert C. Widner**

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## Introduction

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

*Robert's Rules of Order*<sup>1</sup> is perhaps the most widely known set of rules offered to facilitate and manage meetings. Beginning with the pocket handbook first published in 1878, and with significant rewriting and amendment since that time, *Robert's Rules of Order* has evolved into a complex tool for meeting management. *Robert's Rules* totals an astounding 716 pages.<sup>2</sup> No fewer than two dozen independent publications are available to help meeting participants better understand, decipher, and interpret *Robert's Rules* including a *Robert's Rules for Dummies* publication<sup>3</sup> and a *Complete Idiot's Guide to Robert's Rules*.<sup>4</sup> Because an effective meeting necessarily requires meeting participants to equally understand the procedural rules governing the meeting, *Robert's Rules of Order* can prove to be an ineffective tool in conducting the meetings of local government.

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

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

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

<sup>2</sup> Id. The total pages are inclusive of 92 pages of summary charts and indexes.

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

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

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

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

## Legal Advice and Disclaimers

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

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

## Terminology

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

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

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

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

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

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

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

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

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

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

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

## Key Assumptions

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

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

These assumptions are each clarified below:

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

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

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

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

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

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

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

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<sup>6</sup> See *A Conflict-of-Interest Mandates Recusal from Voting*, below.

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

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

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

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

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

When a member faces a lawfully recognized conflict of interest, the member shall recuse<sup>7</sup> themselves from all participation in the matter and shall not vote. Moreover, the conflicted member shall not be permitted to influence the body by participation in the consideration, deliberation, or debate on the matter and may not seek to influence individual members outside of the public meeting or the hearing. Mandating that a member recuse themselves from advocating and voting on a matter due to a conflict of interest is lawfully permitted and a member has no personal constitutional right to participate or vote where a conflict exists.<sup>8</sup> Colorado provides a limited single exception to this rule where (i) the conflict

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

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



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

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

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

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

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

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

## **General Rules Governing the Meeting**

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

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<sup>9</sup> See C.R.S. § 24-18-110.

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

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

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

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

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

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

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

## **Chairperson’s Privileges & Duties**

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

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

## Moving Party's Privileges

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

## Classes & Priority for Points and Motions

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

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



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

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

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

There are three (3) recognized Subordinate motions:

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

## Points and Motions in Detail

### A. Points

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

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

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

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

Member Smith: "Point of Order."

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

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

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

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

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

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

Member Frank: "Madam Chairperson, Point of Information"

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

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

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

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

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

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

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

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

Member Thomas: "Point of Appeal"

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

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

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

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

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

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

## **B. Motions**

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

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

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

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

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

Member Jones: "Second."

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

- **Motion to Adjourn (Main)**

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

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

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

Member Jones: "Second."

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

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

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

- **Motion to Reconsider (Main)**

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

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



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

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

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

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

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

Member Jones: "Second."

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

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

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

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

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

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

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

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

Member Edwards: “Second.”

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

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

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

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

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

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

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

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

Member Samuels: "Second."

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

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

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

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

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

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

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

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

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

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

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

Member Jackson: "Second."

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

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

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

Member Samuel: "Second."

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

[Motion receives majority vote of approval.]

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

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

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

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

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

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

Member Edwards: “Second.”

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

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

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

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

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



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

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

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

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

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

Member Jones: “Second.”

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

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

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

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

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

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<sup>10</sup> C.R.S. § 24-6-402(4)(a).

<sup>11</sup> C.R.S. § 24-6-402(4)(b).

- C. Matters required to be kept confidential by federal or state law or rules and regulations. The Body shall announce the specific citation of the statutes or rules that are the basis for such confidentiality before holding the executive session.<sup>12</sup>
- D. Specialized details of security arrangements or investigations, including defenses against terrorism, both domestic and foreign, and including where disclosure of the matters discussed might reveal information that could be used for the purpose of committing, or avoiding prosecution for, a violation of the law.<sup>13</sup>
- E. Determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators.<sup>14</sup>
- F. Personnel matters *except if* the employee who is the subject of the session has requested an open meeting, or if the personnel matter involves more than one employee, all of the employees have requested an open meeting.<sup>15</sup> However, you cannot hold an executive session for “personal matters” to discuss:
  - (i) an elected official or an appointed member of the Body;<sup>16</sup> or
  - (ii) the appointment of a person to fill an appointed<sup>17</sup> or elective office; or
  - (iii) personnel policies that do not require the discussion of matters personal to particular employees.<sup>18</sup>
- G. Consideration of any documents protected by the mandatory nondisclosure provisions of the "Colorado Open Records Act",<sup>19</sup> except that all consideration of documents or records that are work product as defined in C.R.S. § 24-72-202 or that are subject to the governmental or deliberative process privilege shall occur in a public meeting unless an executive session is otherwise allowed pursuant to state law.

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

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<sup>12</sup> C.R.S. § 24-6-402(4)(c).

<sup>13</sup> C.R.S. § 24-6-402(4)(d).

<sup>14</sup> C.R.S. § 24-6-402(4)(e).

<sup>15</sup> C.R.S. § 24-6-402(4)(f)(I).

<sup>16</sup> C.R.S. § 24-6-402(4)(f)(II).

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

<sup>18</sup> C.R.S. § 24-6-402(4)(II).

<sup>19</sup> *Id.*

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

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

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

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

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

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

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

Member Jones: "Second."

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

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

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

## **Suspension of Rules**

### **A. Chairperson May Suspend**

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

### **B. Suspension of Rules**

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

Matrix of Points and Motions

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



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

# OATH OF OFFICE

State of Colorado  
County of La Plata  
Town of Ignacio



## OATH OF AFFIRMATION FOR PUBLIC OFFICE

I, Tuggy Dunton, do solemnly swear that I will support the Constitution of the United States of America, the Constitution of the State of Colorado, the laws of the State of Colorado, and the Ordinances of the Town of Ignacio, Colorado, and will faithfully perform the duties of the office of Town Clerk upon which I am about to enter to the best of my ability.

\_\_\_\_\_  
SIGNATURE  
Tuggy Dunton

\_\_\_\_\_  
DATE

ATTEST:

\_\_\_\_\_  
Clark Craig, Mayor

# OATH OF OFFICE

State of Colorado  
County of La Plata  
Town of Ignacio



## OATH OF AFFIRMATION FOR PUBLIC OFFICE

I, David Liberman, do solemnly swear that I will support the Constitution of the United States of America, the Constitution of the State of Colorado, the laws of the State of Colorado, and the Ordinances of the Town of Ignacio, Colorado, and will faithfully perform the duties of the office of Ignacio Town Attorney upon which I am about to enter to the best of my ability.

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SIGNATURE

DATE

David Liberman

ATTEST:

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Tuggy Dunton, Town Clerk

**Ignacio Police Department**  
**March - 2024**

KP

One of the new police trucks is fully outfitted and now on the road. Officer Boyce is driving this vehicle and Officer Martin will drive the other truck when it is fully outfitted with all the equipment.

Sergeant Crume was also able to find a used 2021 GMC Yukon from Hi Country Chevrolet in Aztec and he will utilize that vehicle as his.

The Homicide case (Nicole Burch, victim) will conclude in a couple of weeks. Details to follow.

As I mentioned previously, and with your approval, I applied for a POST Training Grant. In that request, we will get a new 4K Projector, Screen and all the necessary mounting hardware. We also requested a Shoot/Don't Shoot Simulator Training device that we also use with this new projector and screen. This training simulator is state of the art and will help officers make better decisions in stressful situations.

We continue to work with the School District in preparation of a school reunification training that will take place in June.

If you have questions or concerns, please let me know. Thanks.



Town of Ignacio

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# Public works Department Staff Report

03/25/2024

## Compliance

This Month's code enforcement report.

162 CR 320 A – Sewer Leak. Letter was sent to home owner; home owner has 30 days to repair and get in compliance.

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 Installation of Approximately 1500 Feet of 3-inch gas line complete

Installation of services in progress





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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

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

## 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 Town's 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 Service's installed system complete

## Irrigation System

System maintenance and repair

Monitor irrigation pond levels

System drained

Two water pumps sent out for repair

Two pumps repaired and received







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### Parks

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:**

**3/27/2024**

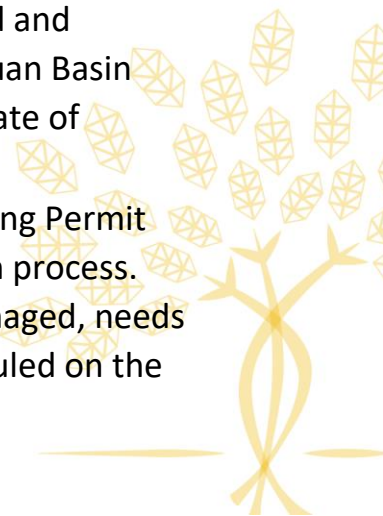
**Town of Ignacio Building Construction / Inspection**

**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 c 3/27/24 Safeguard Properties (Diana Finlon) is representing This property for remodel and is working with building inspection for contracting vendor application approval. 3/27/24
- 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 3/27/24
- 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 inspected on 2/01/23. Interior remodel near completion. San Juan Basin Health is scheduled mid-June for inspection. Complete, Certificate of Occupancy with limitations issued on 3/14/24
- 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





Town of Ignacio

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

970/563-9494   
townofignacio.com 

first week of February 2/01/24. Water, gas, sewer and electric all new meters installed as well. Remodel is currently in process. Rough in plumbing and electric has been inspected and approved. Ready for Drywall inspection 3/27/24

- 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. Roof deck capped and nail pattern inspected. Complete framing near completion. All shear walls have been firewall installed and inspected. MEP contractors will start installation material on the first week of April. 3/27/24
- 515 Burns Ave. Roger Kimsey contractor. Remodel and renovation. Building permit and excavation permit issued on 7/20/23. No progress 2/01/24 Awaiting annexation to continue remodel 3/27/24
- 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 near completion. No progress as of 3/27/24
- 518 Tranquillo 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. Inspected sewer install on 1/29/24 Stem wall was rejected (not per print) cold joint repair is scheduled 2<sup>nd</sup> week of march. Stem wall cold joint repair completed. Framing is in process. 3/27/24
- 521 Tranquillo 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. Stem wall formed and poured. Framing is in process 3/27/24





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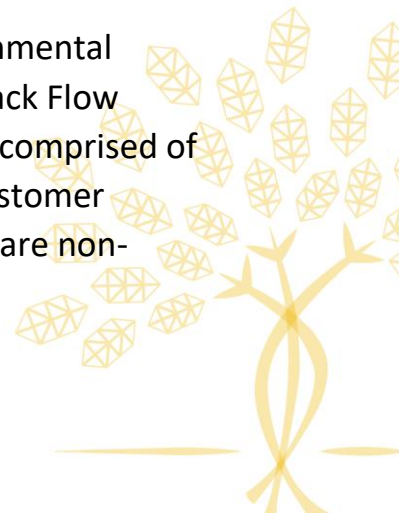
970/563-9494   
[townofignacio.com](http://townofignacio.com) 

- 1001 Williams St. Ignacio Post Office. Remodel damaged wall. Contractor Servpro, Contact Reina Tempelton. Building permit approved on 02/06/24. Revised estimate approval pending 3/27/24
- 500 Goddard Ave. Appliance store. Business license approved on 04/21/24 Land use application for a Zircon storage submitted. 04/27/24

## Cross Connection Control Program

CDPHE Regulation 11.39 (3) Cross Connection Control

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





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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

UPDATE: All required business for back flow valve installs is 100 % in compliance and testing is up to date.





# Town Clerk / Treasurer Report

April 2024

Honorable Mayor and Trustees,

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

## **Clerk:**

- The Board requested that I ask Mr. Liberman about the proposed change to the paragraph on the agenda regarding Public Comment. He stated that it is fine and, if the Board so desired, there are ways that it could be expanded. The updated version is on tonight's agenda. Please let me know if there are further edits you would like.
- The minutes from the March 11, 2024 Board Meeting are on the drive for your review.
- We have received letters of interest from Jared Palmer and Audrey Atencio for the Appointment from the Board to serve a 2-year term as Trustee. Those letters are attached to my report, along with CRS 31-4-303, giving the Board the authority to appoint an individual to fill any vacancy on the Board. They have both been notified that interviews will take place at a Work Session on May 13 at 5:15 PM.
- I have included CML's Legal Corner on Executive Sessions for your information.

## **Treasurer:**

- The Accounting Reports for March 2024 are included in the consent agenda.
- Work has begun on the 2023 Audit; onsite work is scheduled for the week of April 22.
- Just as a point of information: I reached out to Tammy Tyner and requested confirmation of support from ISD for the Get Your Girl Power On and a detailed budget of what her requested funds would be used for; I have not gotten a response to date.

## **Licenses:**

- Animal: 45 current licenses
- Business: 65 current licenses
- Business Service Licenses: 69 current licenses
- Liquor Licenses: None

## **Human Resources:**

- The Policies and Procedures Manual has been submitted to CIRSA for review by Sam Light. This will be on the May agenda for action by the Board.
- We have 2 applicants for the Deputy Clerk/Treasurer position. We will hold interviews tomorrow.

## **Events:**

- Thursday, May 9, through Sunday, May 12 – Spring Clean Up
- Monday, May 13 – Next regularly scheduled Board Meeting

## **Meetings Attended:**

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



### **Miscellaneous:**

- On March 13, Lisa Weber, Chairman of the ELHI Board, brought a letter stating their interest in beginning conversations to renew the lease for a two-year term. That letter is attached to my report, along with the current lease agreement. I contacted her for clarification; ELHI wishes to simply extend the current agreement for two years (rather than one year). Lisa will be present at the meeting to comment and/or answer questions from the Board.
- Board Appointments are made every two years. Based on the minutes from May 2022, the following are the currently appointed Board Members and Staff for each of these Boards:
  1. La Plata Economic Development Alliance – Edward Box III
  2. Regional Housing Alliance – Clark Craig and Mark Garcia
  3. Region 9 Economic Development District – Mark Garcia; Michala Riley as alternate
  4. Southwest Colorado Council of Governments – Tom Atencio (Mark Garcia serves on this Board)
  5. Ignacio Creative District – Tuggy Dunton (I have served in this position since 2019 and am happy to continue if the Board so desires)
  6. CML Policy Committee – This committee looks at all the legislation that is being introduced and it meets October through April. CML will send notification when the next round of appointments is needed from member municipalities. The person who serves on this committee must be an elected official, but it is not mandatory that the Town have a representative on this committee; it is important that small communities such as ours have a voice on this committee.
- Region 9's Performance Report for La Plata County is attached to my report; the 2024 Economic Snapshot is at your seats at the dais. These are simply for your information.

Please contact me with any questions. Thank you.

Tuggy



Tuggy Dunton <tdunton@townofignacio.com>

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## Interest in the Town Board

2 messages

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**Jared Palmer** <palmer.jared25@gmail.com>

Thu, Mar 14, 2024 at 3:11 PM

To: "tdunton@townofignacio.com" <tdunton@townofignacio.com>

Hi Tuggy,

My name is Jared Palmer and I am interested in joining the town board. My current address is 885 Browning Ave. I would like to join the board to get more involved in the community and help shape where the town is going.

---

**Tuggy Dunton** <tdunton@townofignacio.com>

Thu, Mar 14, 2024 at 4:15 PM

To: Jared Palmer <palmer.jared25@gmail.com>

Thank you, Jared! I appreciate your interest and will pass this information along to the board. I look forward to seeing you at the Town Board Meeting on April 1 at 6:00 PM. Please let me know if you have any questions.

If you are appointed to the Board, I will need to meet with you for I-9 forms, W-2 forms, and a Direct Deposit form for your monthly payroll.

Tuggy Dunton, Town Clerk/Treasurer

Town of Ignacio

970-563-9494

[Quoted text hidden]

3-15-24

ATTN

Town Board Members

Please consider this as my  
letter of interest to be a  
Candidate for the Town Board.

I was raised in Ignacio by my  
grandparents and father, graduated  
Ignacio High School and I am  
a college graduate Fort Lewis College  
in Durango.

I own a home in the city limits,  
I love our town, am grateful  
for our community and very much  
interested in town government.

you can reach me at  
970-749-1962

Audrey Atencio

# C.R.S. 31-4-303

## 31-4-303. Trustees to fill vacancy - mayor pro tem - clerk pro tem.

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(1) The board of trustees has the power, by appointment, to fill all vacancies in the board or any other office, and the person so appointed shall hold office until the next regular election and until a successor is elected and has complied with section 31-4-401. The board also has the power to fill a vacancy in the board or in any other elective office of the town by ordering an election to fill the vacancy until the next regular election and until a successor has been elected and has complied with section 31-4-401.

(2) If the board, at the time a vacancy occurs or within sixty days thereafter, lacks a sufficient number of members to establish a quorum to fill the vacancy as provided in subsection (1) of this section, the town clerk shall, without further action by the town board, call a special election to be held as soon as practicable to fill the vacancy until the term of office of a successor elected at the next regular election has commenced as provided in section 31-4-301. The board may cancel such election if the board is able to fill the vacancy prior to the date of the special election.

(3) At the first meeting, the board shall choose one of the trustees as mayor pro tem who, in the absence of the mayor from any meeting of the board or during the mayor's absence from the town or the mayor's inability to act, shall perform the mayor's duties. The board may elect a clerk pro tem to perform the duties of the clerk during the clerk's absence or inability to act.

## History

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**Source:****L. 75:**Entire title R&RE, p. 1034, § 1, effective July 1.**L. 81:**Entire section amended, p. 1495, § 7, effective June 8.**L. 83:**Entire section amended, p. 1257, § 11, effective July 1.**L. 88:**Entire section amended, p. 1125, § 6, effective April 4.**L. 2023:**Entire section amended,(HB 23-1185), ch. 87, p. 309, § 5, effective August 7.

### ▼ Annotations

Research References & Practice Aids

### Hierarchy Notes:

C.R.S. Title 31

C.R.S. Title 31, Art. 4

State Notes

Notes

### Editor's note:

This section is similar to former § 31-3-303 as it existed prior to 1975.

# CML LEGAL CORNER



## Understanding the basics of executive sessions

By Sarah Walker, CML law clerk

Local governments have been in the headlines recently for being subject to lawsuits alleging they violated Colorado's Open Meetings Law (OML) during an executive session. Colorado's OML requires a high level of governmental transparency and public access to government meetings and decision-making. However, some matters are sensitive and are allowed to be discussed during executive sessions. Codified under C.R.S. § 24-6-402, local public bodies may meet in an executive session to discuss a limited number of matters. Government officials, especially those recently elected and unfamiliar with OML rules, should be aware of the permissible scope and use of executive sessions to avoid potential legal trouble.

### PROCESS FOR ADJOURNING TO EXECUTIVE SESSION

Before a local public body may hold an executive session, it must fulfill the statutory requirements. The body's attorney should be consulted regarding any executive session, especially to confirm an appropriate motion to enter executive session.

First, the body must announce the topic of the executive session to the public and include the statutory citation to the sub-section of § 24-6-402(4), that authorizes them to hold the executive session. The announcement must include a description of the topic "in as much detail as possible without compromising the purpose for which the executive session is authorized." For example, a city council may need to discuss the details of an ongoing negotiation regarding the purchase of property to obtain the most favorable sale terms for the municipality. The council would not need to disclose the specifics of the negotiation, such as offers made by the other party, but would need to identify that they

will be discussing the negotiation of the purchase of a property, possibly along with the identification of the property. Executive sessions for "legal advice" or reciting the bare statutory language are not sufficient. Second, assuming a quorum is present, a two-thirds majority vote is required to hold the executive session. Should both of those requirements be met, the local public body may adjourn to executive session.

### REQUIREMENTS DURING EXECUTIVE SESSION

Executive session discussions must be electronically recorded, with one exception. C.R.S. § 24-6-402(2)(d.5)(II)(A)). This creates a record that preserves the discussion in case the use of executive session is challenged on procedural or substantive grounds in court. If a court determines that the local public body engaged in substantial discussion of matters not allowed during the executive session pursuant to statute or that the body adopted a proposal in contravention of the statute, that portion of the recording is then open to public review. Executive sessions for legal advice that the attorney determines are privileged need not be recorded.

### APPROPRIATE DISCUSSION DURING EXECUTIVE SESSION

As mentioned above, C.R.S. § 24-6-402(4) enumerates what matters a local public body may discuss during an executive session. The matters include: property transactions involving real or personal property, attorney conferences to receive legal advice, matters required to be kept confidential by federal or state law, specialized details of security arrangements or investigations, determining positions on matters that may be subject to negotiation, certain personnel matters unless the subject of the discussion requests to have an open meeting, documents protected

by mandatory nondisclosure under the Colorado Open Records Act, and some matters specific to school boards. Some things, like discussing other members of the body (outside of legal questions), are not included and there are strict limitations on taking actions in executive sessions.

### PROHIBITION ON RUBBER-STAMPING DECISIONS

One common claim made in OML lawsuits is that the local public body "rubber-stamped" a decision that was made unlawfully during an executive session. Under the OML, a governing body cannot, during an executive session, decide to take some formal action that is required by law to be taken in a public meeting and then make that action official with a vote during a public meeting without any discussion of the issue. Municipalities often face lawsuits when it appears that a local public body has rubber-stamped a decision already made during an executive session. It is therefore in the interest of municipalities who want to avoid these sorts of lawsuits to be aware of how their actions may appear to the public, even if no improper or unlawful action was taken during an executive session.

Given that executive sessions are an incredibly important and useful tool for local public bodies, municipal officials should have a basic understanding on how and when they may be utilized. Legal counsel should be asked to provide specific guidance. Further information on open meetings and executive session is available in CML's Open Meetings, Open Records: Colorado's Sunshine Laws and Municipal Government.

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



**ELHI Community Center**

115 Ute Street | PO Box 2084

Ignacio, CO, 81137

(970) 563-4100

[www.theelhiignacio.org](http://www.theelhiignacio.org)

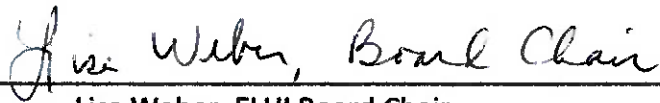
3/12/2024

To the Town of Ignacio Board:

The ELHI Community Center is requesting that our lease be renewed beginning July 1, 2024 for a two year term ending June 30, 2026 with the option to renew at the end of said term. This two year lease will give our tenants and community stability in knowing that the ELHI will have a home during this time frame, and the option to renew will allow for grants to be written and community input once the ELHI building purchase has been finalized.

With gratitude,

The ELHI Board of Directors,



Lisa Weber, ELHI Board Chair

To start the lease renewal conversation.





## 2023 Performance Report La Plata County, Colorado

The Region 9 Economic Development District of Southwest Colorado Inc. (Region 9) is a nonprofit, 501 (c) 6 public-private partnership that promotes and coordinates economic and community development efforts throughout Southwest Colorado. Region 9 covers 5 counties, 10 municipalities and the 2 Native American Tribes in Colorado (Ute Mountain Ute and Southern Ute). Incorporated in 1989, Region 9 is led by a 26-member Board of Directors; 17 from local governmental jurisdictions and 9 from the private sector.

### 2023 La Plata Representatives

**Ashleigh Tarkington/Katie Sickles** – Bayfield  
**Clyde Church/Matt Salka** – La Plata County  
**Colleen O’Brien** – Treasurer, At large, La Plata  
**Eric Jones** – Loan Committee  
**Gina Piccoli** – Loan Committee  
**Kris Oyler** – Loan Committee  
**Terryl Peterson** – Loan Committee  
**Olivier Bosmans/Tommy Crosby** – Durango  
**Mark Garcia/Michala Riley** – Ignacio, SWCCOG  
**Colton Black/Meade Harbison** – Southern Ute Indian Tribe  
**Justin Osborn** – At large, La Plata  
**Nathaniel Peach** – At-large, Fort Lewis College  
**Robert Whitson** – At large, La Plata



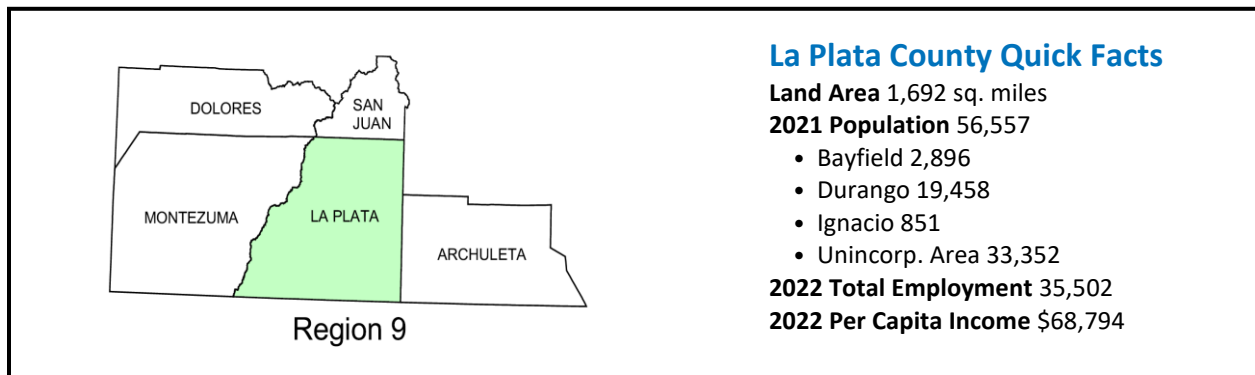
### Region 9 Staff and Contractors

**Laura Lewis Marchino** – Executive Director  
**Brian Rose** – Deputy Director  
**Jenny Stollar** – Business Loan Officer  
**Terry Blair-Burton** – Program Administrator  
**Shirley Jones** – Comptroller  
**Stephani Burditt** – Grant Compliance Specialist  
**Elizabeth Heine** – Office Manager

**Heather Otter** – Economic Development Project Manager  
**Shak Powers** – Regional Projects Manager  
**Tiffany Brodersen** – Community Grant Writer  
**Claire West** – SWORD Project Coordinator  
**Donna Graves**, Information Services  
**Elizabeth Marsh** – SCAPE Executive Director  
**Brittany Cupp** – SCAPE Program & Community Manager

## Region 9 Programs and Services

- Business loans
- Regional broadband, housing, transportation
- Colorado State Data Center local affiliate
- Technical assistance and special projects
- Southwest Enterprise Zone administration
- Research for community and regional projects
- Southwest Colorado Accelerator Program for Entrepreneurs (SCAPE)
- Grant Navigator
- Comprehensive Economic Development Strategy (CEDS)
- Administrative support for San Juan Development Association with financials and microloan program
- Administrative support for San Juan Resource Conservation District, All Hazards, SWIMT
- Facilitation for SouthWEST Opioid Response District (SWORD)



**Technical Assistance** – Region 9 provides technical assistance in La Plata County and area municipalities by participating in community meetings and initiatives, researching and administering grants, and advocating for communities at the Regional, State, and Federal levels. Activities are listed below.

### County-Wide

#### Technical Assistance and Capacity Building

- Responded to 502 inquiries, including 15 from the Southern Ute Indian Tribe regarding business resources, loans, EZ Contribution Project inquiries, grant, and data requests. Inquiries were up from 406 in 2022.
- Provided economic updates and presentations to La Plata Economic Alliance and Durango BID.
- Presented at SBDC Starting Your Small Business workshops for La Plata County businesses.
- Served on the San Juan Basin Health Community Health Plan Advisory Committee, La Plata Healthcare Improvement Coalition Advisory Council, and the La Plata County Grant Award Selection Committee
- Served on the advisory board for Small Capital, Inc from Durango (a disruptive lending platform aimed at financing business acquisitions).
- Served on the Ignacio Creative District Board and participated in events.
- Served on the Durango Independent Film Festival Board.
- Worked with La Plata County Commissioners on approval and extension of CDBG funds.
- Assisted with Durango Midtown Enterprise Zone Boundary Amendment.

- Hosted a Brownfields Workshop with Colorado Brownfields Partnership and Community Builders in Durango.
- Co-hosted Region9’s quarterly Eco Devo Meet Up with Tommy Crosby in Durango.
- Sponsored and attended Bayfield’s USDA “Let’s Talk Shop”, the Food Business Funding Event in Bayfield put on by the La Plata County Food Equity Coalition, and the La Plata Economic Alliance Summit.
- Attended as guests on Durango Chamber’s Radio show and presented the Nonprofit of the year award at Durango Chamber ROCKS award event.
- Successfully submitted the La Plata Electric Association Education Grant application for SW Rural Philanthropy Days.
- Assisted Durango to Hermosa Trail on CDOT Transportation Alternatives Program application.
- Provided economic data dashboards for the La Plata Economic Alliance website.

### Workforce Development & Education

- Provided professional phone call practice sessions with area high school students as part of internship training.
- Served on the Project RUN Advisory Committee Meeting for the La Plata Economic Alliance.
- Presented to the Durango Chamber’s YPOD group Fall 2023.

### Housing

- Coordinated and led Colorado Division of Housing staff and CHFA on a tour of regional housing projects with visits to Ignacio and Durango.
- Participated in the Housing Colorado Southwest Colorado Stakeholder Outreach & Engagement series in Durango.
- Met with Senator Jeff Bridges and Representative Barbara McLachlan and Senator Simpson in Bayfield to hear housing concerns.

### Broadband

- Worked with La Plata County to successfully bid to Deeply Digital, remodel, and lease the Old Main Post Office building for a CNL.
- Assisted with first Internet Service Provider (TING) placing equipment in the La Plata CNL.
- Presented broadband readiness at Broadband 101 workshop with La Plata County Commissioners.

**Regional Highlights** – Region 9 EDD serves La Plata County and municipalities through regional initiatives and programming including broadband, transportation, and transit initiatives, as well as coordination around regional housing including.

- Facilitated monthly SouthWEST Opioid Response District (SWORD) meetings. Region 9 EDD received a completed feasibility study to identify the best options to fill existing treatment gaps.
- Responded to 1,661 inquiries covering business resources, grants, and data requests. This number decreased slightly from 1,786 in 2022. Inquiries were 1,760 in 2021 and 1,228 in 2020.
- Conducted long needed audit of SCAN (Southwest Colorado Access Network) fiber.

- Received 1.55M in new funding including \$870K in CDBG funding; \$500K Colorado Forest Service Loan Fund, \$36,458 SBA Microloan and Technical Assistance funds; \$41K for Rural Technical Assistance Program (RTAP) for High Alpine recreation geospatial study as pass through for the High Alpine Roadmap groups; \$100K in Grant Navigator funds; \$40K for CEDS implementation funds to assist with SWORD Coordinator position.
- Successfully sponsored Higher Purpose Homes as Rural Jumpstart Business.
- Received NADO Impact Award for integration of Southwest Colorado Council of Governments (SWCCOG).
- Made 49 presentations to community organizations covering everything from Enterprise Zone, Grant readiness, Rural Economic development, businesses financing and data.
- Reestablished quarterly County/Town Administrator luncheons.
- Conducted quarterly Economic Development meetups for economic development professionals in the region.
- Provided significant technical assistance around Prop 123 baseline data and educating communities and counties on impacts.
- Provided quarterly e-newsletter and monthly Grant Digest.
- Established Transit website (southwestrtc.com).
- Hosted weekly collaboration meetings for broadband stakeholders and housing stakeholders across the region.

**Southwest Colorado Accelerator Program for Entrepreneurs (SCAPE)** offers in-depth mentoring, education, and access to equity funding for early stage and growing companies. The program has launched 52 companies based in rural Southwest Colorado. These businesses raised \$54M in capital contributing to the creation of 230 local jobs. SCAPE is the hub of the entrepreneurial ecosystem and hosts regional investment and startup initiatives. Visit [www.goscape.org/](http://www.goscape.org/). Region 9 is a proud investor in this program.

**Enterprise Zone Program** – Region 9 EDD is the Southwest Colorado Rural Enterprise Zone (EZ) Administrator and determines if a business is located within EZ boundaries, processes EZ tax certification forms, and administers the designation of EZ Contribution Projects and certifies donations. Businesses in the EZ boundaries are eligible for a variety of tax credits. Currently, all of Montezuma, San Juan and Dolores Counties, and sections of La Plata and Archuleta Counties, are designated EZ areas. Archuleta, Montezuma, Dolores, and San Juan Counties have also been designated as Enhanced Rural Enterprise Zones (EREZ) through 2024.

Between 2003-2023, La Plata County businesses made \$342M in eligible investments, claimed \$12M in certified tax credits and reported 2123 new jobs. In 2023, Region 9 received 792 inquiries regarding the Enterprise Zone Program. La Plata County and communities generated 280 of those inquiries. Thirty-three businesses invested \$4.7M, claimed \$142k in tax credits and reported no new job creation, showing a loss of one job from the participating businesses.

An **EZ Contribution Project** allows donor contributions of at least \$100 (depending on the organization) to Enterprise Zone projects which are eligible for a 25% State tax credit on cash donations, and a 12.5% State tax credit on in-kind donations. Regional wide in 2023, there were 26 designated Enterprise Zone

Contribution Projects. There were 7 new projects added, six renewals, and five projects ended. Projects generated \$1.6M in economic activity through direct and in-kind contributions. This continues a declining participation trend when compared to 2022's 25-Projects at \$1.3M, 2021's \$1.46M; and 2020's 30 projects at \$2.35M. The decline was expected because the region lost active projects to the new Homeless Contribution Tax credit and many of our approved projects are from smaller organizations.

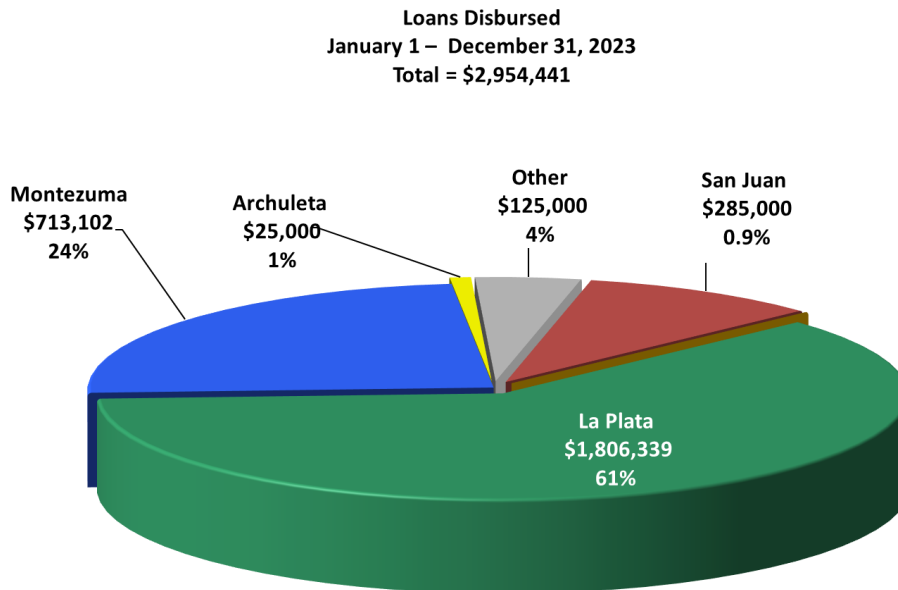
Enterprise Zone Contribution Projects that impacted La Plata County in 2023

- Region 9 Economic Development District of SW Colorado – Broadband Project
- Dancing Spirit Community Arts Center
- Durango Arts Center
- Fort Lewis College Foundation-Infrastructure, Community Garden, Nursing Collaborative
- Habitat for Humanity of La Plata County
- Mercy Health Foundation

**Data** – Region 9 offered data tools and prepared strategy and research reports that included data specific to La Plata County in 2023. Region 9 is a Colorado State Data Center local affiliate and provides reliable, unbiased, and timely regional socio-economic data to citizens and policymakers. All the District's reports and data tools can be found at [www.region9edd.org](http://www.region9edd.org) under the Data tab.

- Region 9 Economic Snapshot 2024
- Regional Data Dashboard
- Regional Commercial Property Search Tool

**Loans** – In 2023, La Plata County and communities had 18 new loans and 11 loans were paid off. These loans represented 61% of all the loans dispersed by Region 9.





As a primary lender for start-up businesses, Region 9 provides commercial loans to businesses. Loan funding supports businesses in creating and retaining jobs, leveraging other funds, or exporting a good or service from the local economy. The Business Loan Fund (BLF) includes several Federal and State sources: Community Development Block Grants (CDBG) from the Colorado Office of Economic Development and International Trade (OEDIT) (contracted through La Plata County and the 5-county region through an inter-governmental agreement); the USDA Intermediary Re-lending (IRP) & Rural Micro Entrepreneur Assistance Program (RMAP); the Economic Development Administration (EDA); Start Up Loan Fund through OEDIT; Small Business Administration Microloan Program (SBA) and revolved funds from previously restricted funds that are re-distributed in the community. Loan clients from La Plata County communities are listed below.

### County (Unincorporated Area)

ADC Services **NEW**

Dancing Raven Stoneworks

Kingdom Builders

Megan Slater Acupuncture

Momentum Tree Service

Ohana Physical Therapy

Shampooch Mobile Grooming

Table to Farm Compost

Timber Age System

TNT Innovations

Trautner Geotech

Well on Wheels

### City of Durango

AFV, LLC **NEW**

Advertising Innovations

Alpine Mobile Crete **NEW**

Alpine Aerial Acrobatics

April's Garden

Balcony Bar and Grill

Bella Dance Studio

Blackwood Tattoo

Bookkeeping Services of Durango

Bo Dean's Towing and Repair

Cantera

Chavez Tortilleria Factory

Chill Out-Ma'Dame Ice **NEW**

Cliffside Ski & Sport

Coldstone Ice Cream

Deborah Kelroy Fine Art **NEW**

Durango Insurance Professionals

Durango Mobile RV Repair **NEW**

Durango RV Rental **NEW**

Durango Space

Enliven

Euphoria Salon

Franklin Drilling & Blasting

Fresh off the Press **NEW**

Gazpacho **NEW**

Hanna Wilson Photography **NEW**

Happy Pappy's

Heart Stone Properties

Jitter's Java

Joyful Nook Gallery

Jungle Gym DGO **NEW**

Local NEWS Network

Meadow Market **NEW**

Modstreet **NEW**

Old Tymer's Café

Pause Studio

Pediatric Associates of Durango

Phoenix Physical Therapy

Remedy Body Center

Rodeo Odyssey **NEW**

Rust Empire

San Juan Angler **NEW**

San Juan Waterworks

Ski Barn

Soup Palette **NEW**

Tandem Hospitality

Taste Coffee

Texas Ty's Smoke Train BBQ **NEW**

**Town of Bayfield**

Et Voila Catering  
Four Corners Business Solutions  
Grasshoppers Landscaping  
Safety Connection  
TDL Recycling **NEW**

**Town of Hesperus**

Eclipse DOT

**Town of Ignacio**

Mike's Dispos-All

**Paid Off**

**County**

Black Bear Bakery  
Mountain Home and Design  
Peaks & Tides  
TBR Service

**Durango**

360 Durango  
Eperature  
Habit  
Modstreet  
Mountain Jedi  
R&D Suspension

**Ignacio**

Walker Holding Company