

TOWN OF MANCOS
BOARD of TRUSTEES WORKSHOP
January 12, 2022 6:00 P.M.

Workshop – District Accountability Representative Discussion

Town Hall Board Room

Monthly Board Workshops are for Board discussion purposes only. Decisions cannot be made during these sessions. These workshops are open to the public, however public comment will not be accepted.

BOARD of TRUSTEES MEETING

January 12, 2022 7:00 p.m.

AGENDA

- A. Call to Order
- B. Pledge of Allegiance and Moment of Silence
- C. Roll Call
- D. Approval of the Agenda
- E. Approval of the Minutes of December 8 and December 22, 2021
- F. Audience Business
- G. Announcements
- H. Treasurer's Report: December Bills & Claims
- I. Committee Reports
 - Region 9
 - CDOT TPR
 - Montezuma County Commissioner Update
- J. Discussion and Action Items
 - 1. Letter of Support for Boys & Burls Club
 - 2. 2022 Municipal Election IGA
 - 3. Resolution 5 Series 2022: Temporarily Lifting Burn Ban
 - 4. Ordinance 767 Series 2022: Marijuana Business License Change Of Ownership
- K. *Items for January 26, 2022 Agenda*
 - *Proclamation Discussion (workshop)*
 - *Ordinance 768 Series 2022: Extending the Moratorium On Short Term Rentals*
 - 2021 Final Work Plan and Financial Update
- L. Adjournment

TOWN OF MANCOS
BOARD of TRUSTEES MEETING
December 8, 2021
7:00 p.m.

- A. CALL TO ORDER:** Mayor Queenie Barz called the meeting to order at 7:00 p.m.
- B. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**
- C. ROLL CALL:** Present: Mayor Queenie Barz, Mayor pro tem Fred Brooks, Trustee Betsy Harrison, Trustee Janice Bryan, Trustee Brent McWhirter, Trustee Cindy Simpson, Trustee Ed Hallam
- Absent:**
- Staff Present: Town Administrator Heather Alvarez, Marshal Justen Goodall, Public Works Director Terry Jennings, Attorney David Liberman, Town Clerk Treasurer Jamie Higgins
- D. APPROVAL OF THE AGENDA:** Mayor pro tem Fred Brooks made the motion to approve the agenda. Trustee Brent McWhirter seconded the motion. Motion passed.
- E. APPROVAL OF THE MINUTES OF November 10, 2021:** Trustee Cindy Simpson made the motion to approve the minutes of the November 10, 2021 as provided by staff. Trustee Brent McWhirter and Betsy Harrison seconded the motion. Motion passed.
- F. AUDIENCE BUSINESS:**
- Town Administrator Heather Alvarez provided the Board with a letter from Jordan Lang. Jordan Lang had requested to be on the agenda however he is sick, so he has submitted a letter, in his place, requesting an extension to the noise ordinance on New Year's Eve. Mayor Queenie Barz informed everyone that since this request was originally to be on the agenda, even in his absence, this needs to be an agenda item. Trustee Cindy Simpson asked Attorney David Liberman if we could add this to the current agenda. David Liberman said yes. Trustee Cindy Simpson made a motion to add Jordan Lang's request of an extension to the noise ordinance for New Year's Eve to this current agenda under item L 10. Trustee Brent McWhirter seconds the motion. Motion passed.
- G. ANNOUNCEMENTS:**
- We are considering a ballot issue for the April 2022 Municipal Election. An ordinance will be presented to the Board for consideration at the December 22, 2021 meeting.
 - Rachael Marchbanks is now on staff as our Economic Development Coordinator.

- Vision meeting was very well attended. We will host another meeting in January.
- A Community Vision survey is being released as a component of the update to the Comprehensive Plan.

H. SWEAR IN JAMIE HIGGINS AS TOWN CLERK/TREASURER: Mayor Queenie Barz swore in Jamie Higgins and administered the Oath of Office. Mrs. Higgins took her place at the staff table.

I. PRESENTATION – MANCOS SCHOOL DISTRICT 6TH GRADE CLASS:

The 6th grade class is creating children’s books to place around the town inside boxes. They will change out the books every month. The boxes will have 2 pages per book and you will follow the trail to each box to complete the book. The 6th grade class is asking the town to help install the boxes. Trustee Brent McWhirter made a motion to have Public Works work with the 6th grade to install boxes in Cottonwood Park and along the river trail. Trustee Cindy Simpson and Trustee Ed Hallam seconds the motion. Motion passed.

J. TREASURER’S REPORT: NOVEMBER BILLS & CLAIMS

Trustee Cindy Simpson made the motion to approve the November bills and claims as presented by staff. Trustee Brent McWhirter seconds the motion. Motion passed.

K. COMMITTEE REPORTS

1. Region 9 - None
2. CDOT TPR - None
3. Montezuma County Commissioners Report –.None

L. ACTION AND DISCUSSION ITEMS:

1. Public Hearing: Resolution 14 Series 2021: 2022 Budget Amendment & Mill Levy Adoption

Public Hearing opened at 7:30 p.m.
 No one signed up to speak
 Public Hearing closed at 7:30 p.m.

Trustee Brent McWhirter made the motion to approve Resolution 14 Series 2021 A Resolution Summarizing Expenditures And Revenues For Each Fund And Adopting the Budget For The Town of Mancos Colorado, For The Calendar Year Beginning On The First Day Of January 2022 And Ending On The Last Day Of December 2022 And Levying Property Taxes For The Year 2022 To Help Defray The Costs Of Government For the Town of Mancos, Colorado For the 2022 Budget Year. Trustee Cindy Simpson seconded the motion. Motion passed unanimously by roll call vote.

2. Resolution 15 Series 2021: 2021 Budget Amendment
Trustee Cindy Simpson made the motion to authorize approve Resolution 15 Series 2021 A Resolution for Supplemental Budget & Appropriating Additional Sums of Money to Defray Expenses In Excess Of Amounts Budgeted for the Year 2021 For the Town of Mancos Colorado. Trustee Janice Bryan and Trustee Betsy Harrison seconds the motion. Motion passed.
3. Water Treatment Plant Construction Management & Testing Contract
Trustee Brent McWhirter made the motion to authorize Approve the Construction and Engineering Management proposal from SGM for the water treatment plan upgrade project in an amount not to exceed \$123,665 and authorize the Public Works Director to execute a contract for this service. Trustee Betsy Harrison seconds the motion. Motion passed.
4. 2021 Year End Bonus Discussion
Trustee Brent McWhirter made the motion to authorize the Town Administrator to distribute a yearend bonus to each employee in the amount of 5%. Trustee Betsy Harrison seconded the motion. Motion passed unanimously by roll call vote.
5. Resolution 1 Series 2022: 2022 Board of Trustees Meeting Schedule
Trustee Brent McWhirter made the motion to approve Resolution 1 Series 2022 A Resolution Designating A Public Place For The Posting Of Notices Of Public Meetings In The Town of Mancos And Approving A Schedule of Regular Board of Trustees Meetings For 2021, but to amend November 23rd meeting to cancelled. Trustee Ed Hallam seconded the motion. Motion passed unanimously by roll call vote.
6. Resolution 2 Series 2022: 2022 Water & Sewer Tap Fees
Trustee Cindy Simpson made the motion to approve Resolution 2 Series 2022 A Resolution Of The Town of Mancos, Colorado Adopting New Residential Water & Sewer Tap Fees. Trustee Brent McWhirter seconded the motion. Motion passed unanimously by roll call vote.
7. Resolution 3 Series 2022: 2022 Monthly Utility Rates
Trustee Brent McWhirter made the motion approve Resolution 3 Series 2022 A Resolution Pursuant to Sec. 13-1-40 Of The Mancos Municipal Code With Regard To An Increase In Water and Sewer Rates For The Town Of Mancos. Trustee Betsy Harrison and Janice Bryan seconds the motion. Motion passed unanimously by roll call vote.
8. Resolution 13 Series 2021: Financial Authorization
Trustee Brent McWhirter made the motion to approve Resolution 13 Series 2021 A Resolution Approving Authorization for Mayor Ellen “Queenie” Barz, Mayor pro tem Fred Brooks, Town Administrator Heather Alvarez and Town Clerk/Treasurer Jamie Higgins To Sign On Town of Mancos Checking/Operating Accounts and Approving

the Town Administrator Heather Alvarez and Town Clerk/Treasurer Jamie Higgins To Sign On All Other Town of Mancos Accounts. Trustee Betsy Harrison seconded the motion. Motion passed unanimously by roll call vote.

9. 2022 Work Plan

The 2022 work plan was presented to the Board for review and discussion.

10. Noise Ordinance

Marshal Justin Goodall informed the Board that the municipal code allows the Mancos Marshal a special exemption to extend the noise ordinance at his discretion. The Board discussed extending the time for the Fence Line on New Year's Eve and possibly putting a decimal level on it. Marshal Justin Goodall said he would rather just put a drop dead time on the noise Ordinance rather than a decimal level due to his officers will have to spend the evening monitoring the level. The letter from Jordan Lang asks the Board to extend the noise ordinance to just past midnight on New Year's for the Fence Line. The Board agrees to leave this mater up to Mancos Marshal Justen Goodall's discretion.

M. Items for December 22, 2021 Agenda

1. *Workshop – cancelled*
2. *Committee Reports – Montezuma County Planning Commission, Mancos School District, Montezuma County Commissioners*
3. *Short Term Rental Discussion*
4. *Design Review Guidelines (tentative)*
5. *Proclamation Discussion*
6. *Ordinance for Ballot Question*

N. ADJOURNMENT

Trustee Ed Hallam made the motion to adjourn the meeting at 8:31 p.m.

Mayor Queenie Barz

Town Clerk/Treasurer Jamie Higgins

TOWN OF MANCOS
BOARD of TRUSTEES MEETING
December 22, 2021
7:00 p.m.

A. CALL TO ORDER: Mayor Queenie Barz called the meeting to order at 7:00 p.m.

B. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

C. ROLL CALL: Present: Mayor Queenie Barz, Mayor pro tem Fred Brooks, Trustee Betsy Harrison, Trustee Janice Bryan, Trustee Brent McWhirter, and Trustee Cindy Simpson.

Absent: Trustee Ed Hallam

Staff Present: Town Administrator Heather Alvarez, Marshal Justen Goodall, Attorney David Liberman, and Town Clerk Treasurer Jamie Higgins

D. APPROVAL OF THE AGENDA: Mayor pro tem Fred Brooks made the motion to approve the agenda. Trustee Betsy Harrison seconds the motion. Motion passed.

E. AUDIENCE BUSINESS:

- Jim Malbury at 112 E Menefee has concerns regarding the Town's Water and Sewer rates. He spoke with the board in regards to the rate increase. He reviewed the 2014 Water Rate Study that was conducted and acknowledged that the Town is following the study, however he does not feel that the rates should be increased.

F. ANNOUNCEMENTS:

- **DOLA Grant** – Town Administrator Heather Alvarez updated the Board on her progress with the DOLA grant for housing.
- Marshal Justin Goodall announced that he will have the 2021 year-end report at the first January meeting.

G. COMMITTEE REPORTS

1. Montezuma County Planning Commission – Mayor Queenie Barz attended the Montezuma County Planning and Zoning Commission. She informed the board that they held a public hearing and Shaq spoke highly of Rachael.

2. Mancos School District - None

3. Montezuma County Commissioner Update - None

H. ACTION AND DISCUSSION ITEMS:

1. Trustee Cindy Simpson made a motion to adopt Resolution 4: 2022, A Resolution Setting The Per Acre Fee In Lieu Of Dedicated Land. Trustee Brent McWhirter seconds the motion. Motion Passed by unanimous roll call vote.
2. Trustee Brent McWhirter made a motion to adopt Ordinance 766 Series 2021: An Ordinance of the Board of Trustees of the Town of Mancos, Colorado submitting a ballot question to the registered electors voting in the April 5, 2022 regular municipal election concerning whether the Town of Mancos should be permitted to make expenditures accessible by request at Town Hall and on the Town website rather than regularly publishing them in a local newspaper. Trustee Cindy Simpson Seconds the Motion. Motion Passed by unanimous roll call vote.
3. Short Term Rental Discussion: Board of Trustees discussed short term rentals and regulations. Owners need to live in the 81328 area code. Cap the number of short term rentals in the residential district to its current amount. In the commercial district to cap short term rentals at 5. ADU, owners need to live onsite or one of the dwellings needs to be a long term rental. The Board of Trustees will send short term rentals to Planning and Zoning for further review and regulations.

I. Items for January 12, 2022 Agenda

1. *Approval of Minutes of December 8, 2021*
2. *Design Review Guidelines*
3. *2022 Municipal Election IGA*
4. *Fire Ban Resolution*
5. *Proclamation Discussion*
6. *December Bills and Claims*

N. ADJOURNMENT

Trustee Cindy Simpson made the motion to adjourn the meeting at 8:17 p.m.

Mayor Queenie Barz

Town Clerk/Treasurer Jamie Higgins

I, Jamie Higgins, Clerk/Treasurer for the Town of Mancos, Colorado, do hereby certify the following to be a true and correct statement of bills and claims paid during the month of December 2021.			
Date	Vendor	Description	Amount
12/7/2021	A T & T Mobility	Cell Phones	\$ 517.68
12/2/2021	Absolute Bakery	Vision Workshop	\$ 54.00
12/7/2021	Alt Space Telluride	Coworking Project	\$ 1,312.50
12/7/2021	Alvarez, Heather	Reimbursement	\$ 211.15
12/7/2021	Ballentine Communications	Advertising/Legals	\$ 602.27
12/2/2021	Barz, Queenie	November 2021 service Mayor	\$ 300.00
12/2/2021	Brind'Amour, Peter	P&Z November 2021 service	\$ 50.00
12/2/2021	Brooks, Fred	Mayor pro tem November 2021 service	\$ 200.00
12/10/2021	Browns Hill Engineering & Controls	WTP/WWTP Repairs	\$ 1,957.20
12/2/2021	Bryan, Janice	Trustee November 2021 service	\$ 200.00
12/7/2021	Choice Building Supply Inc.	PW Supplies	\$ 59.74
12/2/2021	Coker, Ann	P&Z Commission November 2021 service	\$ 50.00
12/10/2021	Corporate Payment Systems	Town Credit Cards	\$ 2,995.21
12/10/2021	Cortez Copy & Print	MMO Supplies	\$ 298.75
12/16/2021	Cortez Electric	WWTP Equipment Repair	\$ 439.45
12/9/2021	Cox Conoco	Fuel /Vehicle Repairs	\$ 3,475.88
12/2/2021	CW Divers/CWD Services Inc.	WTP tank inspection	\$ 3,180.00
12/16/2021	DPC Industries	WTP/WWTP Chemicals	\$ 1,529.55
12/2/2021	Durango Herald	2022 Subscription	\$ 63.00
12/16/2021	Empire Electric	Electricity	\$ 3,057.59
12/7/2021	Faris Machinery	Equipment Repair	\$ 941.82
12/7/2021	FastTrack Communications, Inc.	Technology Service Contract	\$ 112.50
12/15/2021	Ferguson Waterworks #1116	PW Supplies	\$ 210.47
12/2/2021	Four Corners Materials	PW Supplies	\$ 1,213.20
12/10/2021	Fraley & Co	WTP Propane	\$ 920.23
12/15/2021	Green Analytical Lab	WTP/WWTP Testing	\$ 778.00
12/10/2021	Guardian Pest Control	TH Pest Control	\$ 98.00
12/2/2021	Hallam, Ed	Trustee November 2021 service	\$ 200.00
12/2/2021	Harrison, Betsy	Trustee November 2021 service	\$ 200.00
12/14/2021	Heath, James	Customer Refund	\$ 38.62
12/2/2021	ImageNet Consulting LLC	Copier Lease	\$ 257.83
12/2/2021	Lewis, Perry D.	P&Z November 2021 service	\$ 50.00
12/10/2021	Liberman, David	Legal Services	\$ 3,382.50
12/2/2021	Mancos Valley Chamber	2022 Contribution	\$ 6,500.00
12/7/2021	Marchbanks, Rachael	Economic Coordinator	\$ 1,518.75
12/2/2021	Martin, Joshua	Building Inspection & Consulting	\$ 1,600.00
12/2/2021	McWhirter, Brent	Trustee November 2021 service	\$ 200.00
12/10/2021	Midwest Radar & Equipment	MMO Equipment	\$ 480.00
12/1/2021	Montezuma Cty Clerk & Recorder	Recording Fees	\$ 33.00
12/10/2021	MSPS	PW Equipment	\$ 322.00
12/15/2021	NAPA/Partners In Parts, Inc.	Vehicle Repairs	\$ 66.81
12/15/2021	P & D Grocery	Supplies	\$ 126.60
12/7/2021	Personnel Safety Enterprises	Safety supplies	\$ 248.95
12/10/2021	Petty Cash	Supplies	\$ 48.43
12/2/2021	Quill	TH Furniture	\$ 674.99
12/10/2021	Safebuilt, LLC Lockbox #88135	Landuse Consulting	\$ 531.25
12/2/2021	Seibert, Catherine	Commissioner P&Z November 2021 service	\$ 50.00
12/7/2021	SGM	Engineering	\$ 494.50

12/2/2021	Shaner, James	Judge-December 2021	\$ 250.00
12/7/2021	Short Elliott Hendrickson, Inc.	Main Street Bridge	\$ 2,178.99
12/2/2021	Simpson, Cindy	Trustee November 2021 service	\$ 200.00
12/2/2021	Slavens	Parks/PW Supplies	\$ 670.06
12/2/2021	Stout, Carol	P&Z Alternate November 2021 service	\$ 50.00
12/16/2021	Top Line Installers, Inc	WWTP Equipment Repair	\$ 551.31
12/2/2021	Town of Mancos	Water/Sewer	\$ 2,528.21
12/10/2021	Treatment Technology LLC	WTP/WWTP Chemicals	\$ 2,098.00
12/10/2021	UNCC	Line Locates	\$ 7.92
12/1/2021	US Postmaster	Utility Billing Postage	\$ 234.56
12/15/2021	USA Blue Book	WTP/WWTP Supplies	\$ 1,173.01
12/10/2021	Valley Repair, LLC	Equipment Repair	\$ 195.98
12/2/2021	Waste Management of Colorado	Refuse Collection	\$ 110.55
12/2/2021	Water Solutions, LLC	Plant Operator	\$ 440.00
	Payroll		\$ 106,549.71
	Tax Payments		\$ 27,365.18
	Nationwide Retirement		\$ 2,407.04
	The Payroll Co.		\$ 481.34
	TOTAL		\$ 189,344.28

STAFF REPORT

To: Honorable Mayor and Board of Trustees
From: Heather Alvarez, Town Administrator
Date: January 12, 2022
Re: Letter of Support for Boys & Burls Club

Recommendation

Authorize the Town Administrator to send the attached letter of support to Alex Bond for his grant application to Colorado Community Revitalization Program to establish the Boys & Burls Club

Background/Discussion

Alex Bond has submitted a request for letter of support for his grant application to establish a community woodworking studio at 102 W. Grand Ave. Attached is a draft letter of support and the grant application for your review.

This letter of support would not obligate the Town, either financially or contractually, for this project.

Policy Impact

N/A

Resource Impact

N/A

Attachments

Draft Letter of Support
Draft Grant Application



January 13, 2022

Colorado Community Revitalization Program
OEDIT-CCI
1600 Broadway, Suite 2500
Denver, CO 80202

RE: The Boys & Burls Club Grant Application

To Whom It May Concern:

The Town of Mancos is pleased to support the grant application for The Boys & Burls Club community woodworking studio. The Colorado Community Revitalization Grant will be a vital resource for Mr. Bond to finalize his plans for a community woodworking space.

As a town invested in providing ample opportunities for economic vitality, the Town supports the creation of an eclectic, multi-use creative space on Grand Ave. Specifically, The Boys & Burls Club plan to host multi-day woodworking retreats will draw visitors from near and far who are interested in being a part of our vibrant creative scene. The addition of a woodworking studio will help support restaurants, retail, hotels, and recreation industries.

As the gateway to Mesa Verde National Park, with over 500,000 annual visitors, Mancos is known for its unique cultural heritage and ranching legacy. In addition to our significant natural and cultural resources, the Town supports its Creative Arts District and the expansion of our reputation as a unique destination for the arts. With the addition of a working art space in our historic downtown, visitors to Mancos will enjoy a vibrant and eclectic experience.

In addition to the increased economic vitality of The Boys & Burls Club project, the introduction of a community woodworking space will provide our existing residents with a repurposed and safe sense of livability. The woodworking studio is intended to be a safe place for youth and teens to work together toward a shared vision in a positive environment. Since youth engagement and social-emotional learning are major priorities for our town, Mancos supports the opportunity for a safe space for residents, especially youth.

117 North Main Street • P.O. Box 487 • Mancos, Colorado 81328

Phone (970) 533-7725 • Fax (970) 533-7727

www.mancoscolorado.com



As this grant application is not being submitted by the Town of Mancos, and this is not a Town of Mancos project, TABOR is not applicable in this instance.

Please don't hesitate to contact me with any questions.

Sincerely,

A handwritten signature in black ink that reads "Heather Alvarez".

Heather Alvarez
Town Administrator

halvarez@mancoscolorado.com

DRAFT

Colorado Community Revitalization Grant
Narrative Questions

Name of Organization Applying: The Boys and Burls Club

Name of Individual Applying: Alex Bond

Describe the project, including physical location, how this project diversifies the economy, expands economic opportunities and/or increases the livability within community.

20-500 words

The Boys and Burls Club is a community woodworking studio and educational retreat center. The mission is to build a culture of creativity, inclusiveness, and confidence surrounding the practice of woodworking in order to allow people to transform trees and trees to transform people.

The Boys and Burls Club aims to create a safe, inclusive, and economically viable space for art development and instruction in downtown Mancos, Colorado. The centrally located space at 102 W. Grand Ave will generate multiple avenues of economic vitality and eclectic livability surrounding a culture of diverse creativity on a centralized, easily accessible, and historic property in an established Creative District zone.

According to the US Census Bureau, there are 11,200 employed people in Montezuma County. Of those individuals, only 1.73% or 194 total people, are employed in the job category titled 'Arts, Design, and Entertainment.' The Boys and Burls Club aims to diversify the local economy by swinging the employment pendulum back into the realm of the arts. The proposed workspace will provide vital economic benefit for Mancos residents to create and develop visual arts, to facilitate creative instruction and retreats, and to lead community and youth social education and gatherings surrounding the arts. The average cost for a 3 day group woodturning class in the US is \$800. The average cost of a private lesson is \$900 for one day. If one artist hosted just 3 group classes and 3 individual classes per month for a year at The Boys and Burls Club workspace, they would profit \$61,200 annually, \$10,000 above the medium income for Montezuma County.

Mancos, which is home to only 2000 residents, is within 5 miles of Mesa Verde National Park, the second most visited National Park in the US. The proximity of Mesa Verde National Park, with 500,000 annual visitors and counting, coupled with Mancos' existing reputation as a creative destination, equates to a steady and reliable tourism market for local artists and teachers to connect with. Through the proposed construction of a modern, environmentally sustainable, and charmingly historic workspace, local artists will gain vital access to the economic resources of southwestern Colorado's tourism economy and visitors will gain access to the amazing artistic resources of the region.

Through the construction of a centrally located, sustainable, and multi-use workspace, The Boys and Burls Club will create multiple avenues of economic vitality and enhance the diversity and livability of downtown Mancos and southwest Colorado.

Describe how the project enhances the artistic or historic character of the community.

20-500 words

The Boys and Burls Club aims to honor the artistic and historical character of the community by constructing a space that harmonizes the region's rich past with its promising future.

The proposed site of the creative workspace and living quarters at 102 W. Grand Ave stands on land that was once the site of the original Mancos Opera House, a creative hub for performance enjoyed by early Mancos residents in the 1900's. Later, the property evolved into a general store, parsonage, and finally, a movie theater enjoyed by a modern variety of Mancos residents. Today, dust and spider webs cover the ticket booth and broken popcorn makers; the space sings a song of hope and potential like a seed under winter ground. The proposed site of The Boys and Burls Club holds the emotion of more than a century of artistic and historic charm. Fueled by the energy of the past, The Boys and Burls Club aims to enhance the character of the community by aligning the artistic vision of the future with the rich heirloom of its past.

Looking ahead, The Boys and Burls Club will enhance the artistic and historic character of the community by beautifying the aesthetic of Grand Avenue, contributing to a vibrant creative working scene, and honoring community heritage by sharing the stories of the past.

According to the Smithsonian, Mancos was named one of the best small towns to visit based on its thriving artisan community. By providing space and infrastructure for professional artists to create public art, The Boys and Burls Club will increase the aesthetic of our charming town. By beautifying the Grand Avenue corridor through public art installations, the artistic nature of Mancos will be directly enhanced by this important development.

Experience tourism is on the rise; people no longer want to eat a lobster, they want to catch it and eat it. In creative tourism, visitors don't just want to look at art, they want to make, to create, to get their hands dirty surrounding a tangible, shared experience. By offering consistent, safe, and unique art classes and retreats for the public, The Boys and Burls Club will enhance the artistic nature of the community by cultivating a vibrant, active, and experiential platform for tourism in our small town.

According to a 2019 study by Outside magazine, 75% of people cited "To engage in the learning of human and natural history" in the top 3 reasons of why they travel. In addition to vital economic benefits, tourism is like the wind that carries the seeds of small town history. Without people to engage with the stories of the past, the important heritage of our communities goes extinct. By creating a vibrant and popular culture of visitors around the historic Mancos

Creative corridor, The Boys and Burls Club will give life and energy to the heritage of the region by actively interpreting the stories of the past to rotating cohorts of tourists eager to learn.

What is the current zoning of the subject property? Will a zone change be required? Will the property require annexation or subdivision? Please explain.

20 to 500 words

The current zoning of the property at 102 W. Grand Ave is Commercial Mixed Use. It is located within the boundaries of the Mancos Creative District.

Is the project connected to utilities? Will any utility upgrades be required? Please explain.

20 to 500 words

The Boys and Burls Club, the community woodworking studio at 102 W. Grand Ave, is connected to utilities, including plumbing and electric. The electric requires an upgrade to a higher amperage and the installation of several additional outlets. A bid has been procured from a licensed electrician and upgrades will commence in early January 2022.

Has design/engineering been completed? Has a construction bid package been developed? Please explain.

20 to 500 words

Since The Boys and Burls Club will be in an existing building at 102 W. Grand Ave in Mancos, Colorado, there is no major construction or engineering to perform. However, the design for the utilization of the space has been crafted in detail, including a comprehensive bid package for all materials and labor.

Has a general contractor been selected? If so, was a publically competitive bid process completed prior to awarding the project?

Marc Rosenbaum of B-ECO has been selected as the general contractor for this project based on a public competitive process. Marc will assist with some light renovations and design.

What are the project's cost estimates and when were they determined?

The project's cost estimates are \$80,000 in total and were initially determined in April 2020. In November 2021 the cost estimates were revised given changes in supply costs and the labor market. \$40,000 had been secured through a mix of fundraising and personal savings over the past four years.

Is this project scalable or can it be done in phases, and if so please describe the phases of the project?

20 to 500 words

The creation and implementation of The Boys and Burls Club is a scalable project. Ultimately, the space will cater to a maximum of four students at a time. Since each student requires the use of a lathe, set of chisels, and other essential equipment, four sets of everything will be necessary.

In the event that this grant is not awarded (which I certainly hope is NOT the case), or there are other limitations in funding, the intention will be to secure 3 or less sets of tools in phase one. Then, in September or October 2022, the remaining tools will be secured.

Since there will be infrastructure and utility upgrades surrounding the master plan of four lathes, the ideal situation is to completed this project in a single phase.

Does the applicant jurisdiction have voter authorization to receive and expend state grants without regard to TABOR spending limits? If yes, please explain.

Local Government

If no, would receipt of these grant funds, if awarded, result in local government exceeding revenue limits, prompting a refund?

Local Government

Describe and provide a breakdown of how the gap funding will be used?

Total Start-Up Costs: \$80,907.00

Space Rental: \$4500 annually (\$400/mo, \$300/first 3 months)

Breakdown of Gap Funding: \$41,772.00

Electricity Upgrade: \$12,410.00

Interior Remodel: \$9,817.00

Heater/AC Installation: \$4,200.00

Lighting upgrades: \$3,150.00

Ventilation and Air Purification: \$7,145.00

Bathroom Remodel: \$5,050.00

Other funding:

Startup Tools:

Lathe (JET 1840).....\$3,400

Vicmarc 120 chuck \$300

Vicmarc 100 chuck \$250

4 inch faceplate\$ 53

8 inch faceplate \$115
Set of 4 handled chisels from turners edge- 320
1/8 parting tool 65
caliper set 55
drill chuck 40
honing card 13
hollowing 400
mallet \$10
right angle drill for sanding 160
consumables (glasses, ear protection, face masks, dust masks) \$5285 total,
\$5800 including shipping and taxes for 1 set. 4 total sets

Dust Collector and Housing 2500
18 inch bandsaw with extra blades 3500
bench grinder and cbn wheels 280
safety equipment-340
Drill Press- \$1400
Husky Tool Cart and Workbench (X3)- 3000

Insurance- \$475 annually
Marketing- \$2000 annually

Describe the community buy-in process that has been undertaken.

20 to 500 words

The creation and implementation of The Boys and Burls Club, as a creative community workspace, is in direct alignment with the agenda of the community. That agenda, otherwise known as the community buy-in process, is articulated using a culmination of the Mancos Creative District and Montezuma County Community Development Action Plan.

According to the organization's own strategic plan, the Mancos Creative District is the main instrument in developing Mancos into a vibrant and economically strong arts town. In late 2019, the Mancos Creative District hosted a community engagement session to elicit community feedback. The session, which included over 100 Mancos residents, was utilized alongside a steering committee to inform a revised and current edition (2020 edition) of the Mancos Creative District Strategic Plan. As part of the 2020 strategic plan, the Mancos Creative District drafted a series of 6 goals to serve as the umbrella for future projects and proposals. The director of the Boys and Burls Club is a former Mancos Creative District board member and was in attendance for the community engagement session and 2020 strategic planning session. In the next section, the alignment of the mission of The Boys and Burls Club with the 6 goals of the Mancos Creative District will be detailed.

In addition to the Mancos Creative District, Region 9 Economic Development District is an instrumental stakeholder in communicating local buy-in for projects in Montezuma County. In

February 2020, a revised Community Development Action Plan was approved by the Board of County Commissioners. In Montezuma County, public opinion is tethered to the Action Plan through a series of multi-partner town hall meetings and stakeholder forums. Similar to the Mancos Creative District's Strategic Plan, the Montezuma County Community Development Action Plan is organized into 7 main priorities, each including a number of specific projects. In the next section, the alignment of the mission of The Boys and Burls Club with many of the seven priorities of the Montezuma County Community Development Action Plan will be detailed.

How does this project fit into the community's visioning plan, strategic plan, or other capital plan for local government? Please cite the specific plan and the year that plan was developed/ adopted by the local government.

20 to 500 words

The creative workspace that comprises The Boys and Burls Club is in direct alignment with the goals and priorities of the public, as communicated in the strategic action plans of local organizations described in the previous segment.

In the 2020 Mancos Creative District Strategic Plan, the first goal is to leverage the Mancos Creative District to create economic vitality and promote job creation. The Boys and Burls Club will provide residents and visiting artists with a variety of jobs in the growing creative sector, including space to create and sell retail art, art education services, and retreat and other creative experience services.

Mancos Creative District identifies the second goal as engaging the community and its youth in promoting social cohesiveness and understanding through cultural activities. Art intersects cultural barriers. The experiences offered by The Boys and Burls Club will utilize art as a catalyst for cultural awareness. For example, students may engage in the rich ranching heritage of the region by sustainably harvesting trees for woodworking from local farms and ranches, learning the stories of the land along the way

The third goal of the Mancos Creative District is to build a stronger collective creative community. Community is the core of any shared creative workspace. At The Boys and Burls Club, the space is catered to inspire; a safe gathering space to share ideas and pass inspiration between people is the heart of the endeavor.

The fourth goal identified by The Mancos Creative District is to beautify the Mancos community. As a hub for creative invention and maker-culture, The Boys and Burls club will be a factory for beautiful art. Art created at the shared workspace destined for one of the many local galleries will help businesses thrive. Sculptures destined for public art installations will attract visitors and improve the community image. Finally, the act of people making art together on a

Grand Avenue location will pump creative energy into the streets of Mancos and inspire visitors to get their hands dirty and become involved with the arts!

As part of the opening statement of the 2021 Montezuma County Community Development Action Plan, the report states that the goal is to “develop more job diversity to improve the number, quality, and variety of jobs that are available to Montezuma County residents. Since one of the main goals of The Boys and Burls Club is to promote economic vitality through job creation, the development of the project is once again directly aligned with the community’s visioning plan. Specifically, the project correlates with Projects 13 and 15 under Priority 5, Make Critical Investment in Community Infrastructure, of the county’s detailed report.

The Boys and Burls Club is in direct alignment with the goals and priorities of the public, as communicated in the strategic action plans of local organizations described here.

Timeline for project completion: Completed March 16, 2022.

STAFF REPORT

To: Honorable Mayor and Board of Trustees
From: Heather Alvarez, Town Administrator
Date: January 12, 2022
Re: 2022 Municipal Election IGA

Recommendation

Authorize the Town Administrator to execute the Intergovernmental Agreement (IGA) with Montezuma County Clerk and Recorder to coordinate the 2022 Municipal Election with the Town of Mancos

Background/Discussion

Our municipal election is April 5, 2022. We currently have three Trustee positions up for reelection. We will also have a ballot issue asking the voters if we may publish our bills and claims on our website rather than in the newspaper. We anticipate this will save the Town approximately \$2,400 per year.

Kim Percell, Montezuma County Clerk, has once again offered to assist the Town with the election. The Town will be responsible for the entire nomination process and ballot issue process, along with signature verifications required by law. Montezuma County will hire and train our judges and print our ballots for us. In addition, they will utilize their voting machines to count and tabulate our ballots for the election.

This IGA is generally the same IGA we have used in past elections. It has been reviewed by our Town Attorney. His recommendations are in redline for your review.

Policy Impact

Allows the Town to utilize Montezuma County resources for the April 5, 2022 Municipal Election

Resource Impact

TBD – no more than \$5,000 which is included in the 2022 budget

Attachments

IGA

**INTERGOVERNMENTAL AGREEMENT
MUNICIPAL ELECTION
TOWN OF MANCOS
APRIL 5, 2022**

This **Letter of Agreement** shall serve as the **Intergovernmental Agreement** between the Montezuma County Clerk and Recorder, (hereinafter referred to as **COUNTY**) and the Town of Mancos, (hereinafter referred to as **TOWN**).

1. **PURPOSE:** Pursuant to the terms of this agreement, the COUNTY and TOWN agree to the scheduling of a Municipal Election on April 5, 2022. This election shall be held under the provisions of the Colorado Revised Statutes.
2. **DESIGNATED CONTACT:** The designated contacts for the COUNTY are Kim Percell, Miranda Warren and Lynn Dorenkamp. The designated contacts for the TOWN are Heather Alvarez, Jaimie Higgins and Georgette Welage and who will act as primary liaison between the COUNTY and the TOWN.
3. **NOTIFICATION:** The TOWN shall provide the COUNTY with a letter stating that the TOWN will follow all laws and statutes required to conduct said election.
4. **VOTE CENTERS AND POLLING CENTERS:** Vote Centers and Polling Centers will be established by the TOWN
5. **APPOINTMENT OF ELECTION JUDGES:** All Election Judges shall be appointed by the COUNTY and trained by the COUNTY.
6. **UOCAVA** (Uniformed Overseas Citizens Absentee Voting Act) voters shall be the responsibility of the COUNTY for the mailing of ballots to such voters who are eligible voters.
7. **ELECTION DAY SUPPORT:** The COUNTY will be available to provide support by telephone or in person, on the date of the municipal election should the need arise.
8. **LEGAL NOTICES:** Publication of legal notices concerning the Municipal Election, which are to be published prior to certification of the ballot content to the COUNTY, shall be the responsibility of the TOWN. A copy of such published legal notice shall be submitted to the COUNTY for its records. The TOWN shall pay cost for publication of said Legal Notices.
9. **RECEIVING AND PROCESSING OF PETITIONS:** The petition process for the TOWN shall be entirely the responsibility of the TOWN, and shall be done in compliance with applicable Colorado Statutes, ordinances or charter provisions.
10. **PROVIDE VOTER LISTS OR NUMBERS:** The COUNTY may provide the TOWN the number of registered electors within the TOWN'S jurisdiction as of the cutoff for registration.

11. **VOTING EQUIPMENT:** Prior to tabulation of voted ballots, test ballots for the TOWN will be made available for testing of the electronic voting-counting equipment.
12. **BALLOT CONTENT:** In accordance with Colorado law, the ballot content must be certified to the COUNTY by the TOWN in its exact and final form no later than 4:30 P.M. on **February 1, 2022** Such ballot content must be delivered to the COUNTY at 140 W. Main St., Suite 1, Cortez, Co. 81321, AND sent by email to kpercell@co.montezuma.co.us
13. **BALLOT PROOFING:** The COUNTY will provide the layout and proof of the ballots to the TOWN prior to printing for the TOWN'S review, proof reading, and approval. The TOWN shall return the ballots back to the COUNTY following review, proof reading, and upon approval within 24 hours of receiving said ballots. If the TOWN fails to provide approval within the 24 hour period and no further arrangements have been made with the COUNTY, the context is considered approved. No changes to the certified content may be made without the express written approval of the COUNTY after the proof has been approved and submitted to the printer for printing.
14. **PREPARATION FOR MUNICIPAL ELECTION:** The COUNTY shall be responsible for preparing and printing the ballots for the Municipal Election; The cost of the lists, mailings and any other costs incurred by the TOWN for said ballot preparation shall be absorbed by the TOWN. The cost of printing of all ballots will be pro-rated with the other political subdivisions involved in this Municipal election.
15. **TABOR NOTICES:** In the case that a Tabor notice is required the TOWN shall be responsible for the text of all notices required by Article X, Section 20 of the Colorado Constitution, commonly known as the Tabor Amendment. These notices and comments shall be prepared and summarized by the TOWN and presented to the COUNTY for distribution to the registered voters as per C.R.S. Labels will be furnished to the COUNTY to print for the distribution of said Tabor notices. The TOWN will absorb all costs involved in printing and mailing of said notices.
16. **CONDUCT OF TOWN ELECTION:** The TOWN shall be responsible for the conduct of the Municipal Election under the provisions of C.R.S., including the appointment of observers as provided by law.
17. **TABULATION OF BALLOTS:** All processes relating to and tabulation of ballots shall be the responsibility of the COUNTY. An unofficial abstract of votes will be provided to the TOWN, upon completion of the counting of all ballots.
18. **CANVASS OF VOTES:** The canvass and abstract of votes will be the responsibility of the COUNTY. Such canvass will be completed and provided to the TOWN no later than April 15, 2022.
19. **RECOUNT:** If a recount is called for, the COUNTY will conduct a recount in accordance with applicable law. The TOWN involved in the recount will be responsible for all costs.
20. **BALLOT RETENTION:** The TOWN will store all voted ballots for a minimum of 25 months, and all other materials required by law to be saved, in such a manner

that they may be accessed if necessary, to resolve any challenges or other legal questions that might arise regarding the election.

21. **ALLOCATION OF COSTS OF ELECTION:** The COUNTY will allocate the cost for each political subdivision participating in the Municipal Election including any postage incurred by the COUNTY. Each TOWN shall be responsible for their share of the total costs and shall pay directly to the vendor, when applicable, also, the cost of any Legal Notices and the Tabor Notices. Equipment fees are not applicable when the COUNTY is participating in the election. All other expenses incurred will be pro-rated with the entities participating in the coordinated election and will be paid directly to the COUNTY.
22. **FAIR CAMPAIGN PRACTICES ACT FILINGS:** Candidates for the TOWN will be given the proper papers for FCPA filings by the TOWN at the time they pick up their nominating petitions. Said filings will be made with the TOWN at the proper times as set forth by the State statutes.
23. **CANCELLATION OF ELECTIONS:** In the event that the election for which this Intergovernmental Agreement is entered into is cancelled, expenses incurred by the COUNTY, in preparation for said election, shall be paid by the TOWN.
24. **INDEMNIFICATION:** Each party agrees to indemnify, defend and hold harmless the other to the extent authorized by law from any and all loss, cost, demands or actions arising out of or related to any of its own actions, errors or omissions in completing its responsibilities relating to the April 5, 2022 Municipal Election.
25. **FEDERAL VOTING RIGHTS ACT.** All requirements of the Federal Voting Rights Act will be met as applicable.

The parties hereto as of the dates and year written below execute this LETTER OF AGREEMENT.

Montezuma County Clerk and Recorder

Town of Mancos

Date

Date

STAFF REPORT

To: Honorable Mayor and Board of Trustees
From: Heather Alvarez, Town Administrator
Date: January 12, 2022
Re: Resolution 5 Series 2022: Temporarily Lifting the Burn Ban

Recommendation

Approve Resolution 5 Series 2022 A Resolution Temporarily Lifting the Ban On Open Fires Within Town of Mancos Limits To And Through March 31, 2022

Background/Discussion

Mancos Municipal Code section 7-9-50 institutes a permanent burn ban within Town limits unless lifted temporarily by resolution of the Board of Trustees. Staff is requesting a temporary lift of the burn ban through the end of March to allow citizens to burn yard waste in an effort to encourage code compliance prior to beginning enforcement again this spring.

Policy Impact

Temporarily lifts the ban on open fires through March 31, 2022 within Town limits

Resource Impact

N/A

Attachments

Resolution 5 Series 2022

TOWN OF MANCOS

Resolution 5 Series 2022

A Resolution Temporarily Lifting the Ban On Open Fires Within Town of Mancos Limits To
And Through March 31, 2022

WHEREAS, the Board of Trustees has determined that it is necessary to amend Section 7-9-50 of the Mancos Municipal Code with respect to regulating open fires and fireworks; and

WHEREAS, Mancos Municipal Code 7-9-50(c) authorizes the Board of Trustees to suspend said ban from time to time; and

WHEREAS, the Board of Trustees has determined that the burning of yard waste shall be allowed within Town of Mancos limits to and through March 31, 2022; and

WHEREAS, if a Red Flag Warning is issued or if a Montezuma County fire ban is instituted the ban on burning of yard waste shall return to being in effect within the Town of Mancos limits for the duration of the Red Flag Warning or Montezuma County fire ban;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF MANCOS, that the burning of yard waste is allowed within Town of Mancos limits to and through March 31, 2022 subject to the following conditions:

1. Prior to beginning the burn, citizens must call a controlled burn into Cortez Dispatch at (970) 565-8441.
2. Fire must be actively monitored and attended at all times by a person during their use until the fire and all embers and coals from it are entirely extinguished.
3. The ban on open fires within Town of Mancos limits will be reinstated immediately if a Red Flag Warning is issued or if a Montezuma County fire ban is instituted.
4. The ban on open fires within the Town of Mancos limits will resume on April 1, 2022 unless further authorized by the Board of Trustees.
5. Violation of this resolution is subject to all penalties set forth in Mancos Municipal Code Section 7-9-50(e).

Passed, adopted and approved this 12th day of January 2022.

Mayor Ellen "Queenie" Barz

Jamie Higgins
Town Clerk/Treasurer

STAFF REPORT

To: Honorable Mayor and Board of Trustees
From: Heather Alvarez, Town Administrator
Date: January 12, 2022
Re: Ordinance 767 Series 2022: Marijuana Business License Change Of Ownership

Recommendation

Approve Ordinance 767 Series 2022 An Ordinance Making Certain Amendments To The Town Of Mancos Municipal Code Concerning Ownership Of Retail Marijuana Businesses Within The Town Of Mancos

Background/Discussion

The Town of Mancos generally follows the State of Colorado rules with regard to liquor and marijuana licensing. The State has changed their rules regarding ownership of marijuana business license holders to require one owner to live within the State for a minimum of one year prior to being eligible to obtain a retail marijuana business license. This ordinance mirrors the state language.

We have highlighted the changes to our current regulations for your review.

Policy Impact

Changes to ownership requirements for retail marijuana business licenses

Resource Impact

N/A

Attachments

Ordinance 767 Series 2022

ORDINANCE NO. 767
SERIES 2022

AN ORDINANCE MAKING CERTAIN AMENDMENTS TO THE TOWN OF MANCOS
MUNICIPAL CODE CONCERNING OWNERSHIP OF RETAIL MARIJUANA
BUSINESSES WITHIN THE TOWN OF MANCOS

WHEREAS, Section 1-3-70 of the Mancos Municipal Code allows that amendments to it may be made from time to time; and

WHEREAS, the Board of Trustees of the Town of Mancos has determined that the below text amendments to the Mancos Municipal Code are necessary in order to better achieve the purposes of the Mancos Municipal Code as it relates to ownership of Retail Marijuana Businesses, and are necessary for preservation of health and safety/and or the protection of public convenience and welfare; and

WHEREAS, certain Colorado state laws and regulations regarding ownership of retail marijuana businesses has changed without reciprocal updates in the Mancos Municipal Code regarding ownership within the of retail marijuana businesses; and

WHEREAS, the Board of Trustees of the Town of Mancos feels that amending the Mancos Municipal Code regarding ownership to be more in accordance with state law is in accordance with the public peace, safety, health or welfare.

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

Chapter Six, Article 10, Sec. 6-10-150(b) of the Mancos Municipal Code shall be amended as follows:

(b) A license provided by this Article shall not be issued to or held by:

(1) An individual whose criminal history indicates that he or she is not of good moral character after considering the factors in Section 24-5-101(2), C.R.S.

(2) A person other than an individual if the criminal history of any of its officers, directors, stockholders or owners indicates that the officer, director, stockholder or owner is not of good moral character after considering the factors in Section 24-5-101(2), C.R.S., or a person other than an individual if it does not meet all applicable state of Colorado statutes and regulations for its ownership.

(3) A person financed in whole or in part by any other person whose criminal history indicates he or she is not of good moral character after considering the factors in Section 24-5-101(2), C.R.S., and reputation satisfactory to the respective licensing authority.

(4) A person under twenty-one (21) years of age.

(5) A person licensed pursuant to this Article who, during a period of licensure, or who, at the time of application, has failed to:

a. Provide a surety bond or file any tax return related to a retail marijuana establishment; or

b. Pay any taxes, interest or penalties due the Department of Revenue to the Town relating to a retail marijuana establishment.

(6) A person who

a. has discharged a sentence for a conviction of a felony in the five (5) years immediately preceding his or her application date; or,

b. is currently subject to or has discharged a sentence for a conviction of a felony pursuant to any state or federal law regarding the possession, distribution, manufacturing, cultivation or use of a controlled substance in the ten (10) years immediately preceding his or her application date or five (5) years from May 28, 2013, whichever is longer; except that the Licensing Authority may grant a license to a person if the person has a state felony conviction based on possession or use of marijuana or marijuana concentrate that would not be a felon if the person were convicted of the offense on the date he or she applied for licensure.

(7) A person who employs another person at a retail marijuana establishment who has not submitted fingerprints for a criminal history record check or whose criminal history record check reveals that the person is ineligible or who does not have a valid license issued by the state licensing authority.

(8) A person who has been a state licensing authority employee with regulatory oversight responsibilities over persons, medical or retail marijuana establishment business licensing by the state licensing authority in the six months immediately preceding the date of the person's application

(9) A sheriff, deputy sheriff, police officer or prosecuting officer, or an officer or employee of the state licensing authority or a local licensing authority.

(10) A person applying for a license for a location that is currently licensed as a retail food establishment or wholesale food registrant.

(11) At least one of the retail marijuana establishment's owners must be an individual who been a resident of the State for at least one (1) years prior to the date of the owner's application. All non-Colorado resident owners must have received a finding of suitability by the Colorado Marijuana Enforcement Division prior to filing the application. All individual owners shall be U.S. Citizens. All officers with day-to-day operational control over a retail marijuana establishment must be Colorado residents for at least one year, must maintain their Colorado residency during the period while they have day-to-day operational control over the retail marijuana establishment and shall be licensed by the Colorado Marijuana Enforcement Division.

THIS ORDINANCE PASSED ON FIRST AND FINAL READING THIS 12 DAY OF January, 2022 AND SHALL BE EFFECTIVE THIRTY (30) DAYS AFTER PUBLICATION.

TOWN OF MANCOS, COLORADO

Ellen "Queenie" Barz, Mayor

ATTEST:

Jamie Higgins, Town Clerk/Treasurer

PUBLISHED THE ____ DAY OF _____, 2022 BY THE AUTHORITY OF THE
TOWN CLERK OF MANCOS, COLORADO.

ATTEST:

Jamie Higgins, Town Clerk/Treasurer