

Town of Mancos Year End Report

2015



TOWN OF MANCOS, COLORADO

Town of Mancos Year End Report

2015

The purpose of this report is to look back over the events of the past twelve months to review the accomplishments, major projects, and challenges that the Town of Mancos worked through during the year.



I would like to extend a heartfelt thank you to the Town Board of Trustees, dedicated staff, and the residents and businesses of Mancos for their support during another wonderful year. We are fortunate to have committed volunteers serving on committees. Together, we have accomplished so much for the Mancos community in this past year and we are diving right into another successful year in 2016.

-Andrea Phillips, Town Administrator

January

The Town Tree Board receives recertification as a **Tree City USA** community through the Arbor Day Foundation. Mancos has received this designation multiple times over the past several years. To qualify as a Tree City USA community, a town must meet standards established by the Arbor Day Foundation and the National Association of State Foresters.

Upon recommendation from the Planning and Zoning Commission, the town Board of Trustees **re-adopts the Three-Mile Plan**, which sets policies for annexation and development within a three-mile zone of town limits.

February

In an effort to educate the public about the town's new wastewater treatment system, **Don't Flush That! informational campaign** notices go out to every household. As the MSABP system utilizes "good" bacteria to break down waste, the town asks the community to be careful about what it is flushing down the drain and toilets.

Following the resignation of the sitting judge, the Town Board of Trustees **appoints Judge James Shaner as the new Mancos Municipal Court judge**. The Mancos Municipal Court meets monthly and hears cases related to minor traffic violations.



FIGURE 1: TOWN TREE BOARD MEMBERS PLANT A TREE FOR ARBOR DAY CELEBRATION

March

Streets Maintenance staff **purchases a used 3500 gallon water truck for \$6500**. The truck is used primarily for road maintenance and dust control.

Two ordinances are passed to reduce violations of the land use code and nuisance sections of the Mancos Municipal Code to civil, rather than criminal, penalties. The maximum fine would be \$499.00 with no possibility of jail time. **A new administrative citation process** was created that would issue progressive warnings and notices of violation on code enforcement issues. The goal is not to be punitive, but to work with property owners to achieve compliance.

April

New carpeting and laminate wood flooring is installed in the Community Center. Along with painting of the baseboards and trim, this upgrade provided a much-needed facelift.

Members of the town Board of Trustees meet with County Commissioners to discuss the **Airport Property**. This parcel, located northwest of town, includes a 50-acre section which has been in use by the county since the 1980s as a gravel mining pit. The town urged the Commissioners to mine and reclaim the land per the lease agreement and to speed up the timeline for productive re-use of the property by the town. The town would like to redevelop the property in the future.



FIGURE 2: TABLE TOP EMERGENCY RESPONSE EXERCISE AT MANCOS SCHOOLS

The Mancos Tree Board plants a tree in Boyle Park to commemorate **Arbor Day**. An educational part of Arbor Day is held with kids from Mancos Schools and tree saplings are provided.

The **Mancos Valley Summit** was held on April 18. A partnership between the Mancos Valley Chamber of Commerce, Town of Mancos and Mancos Valley Resources, the one-day session brought 80 business owners, community leaders, and residents together to discuss economic and community development efforts. Economic Development Specialist Chelsea Jones works to implement several initiatives that came out of the summit, including the branding of **Mancos Made**, a local producer/manufacturer logo that is open to all Mancos Valley producers to use on their products.

May

Town staff holds a **spring and fall cleanup** in May and October, collecting tons of unwanted household items, scrap metal, old tires and other items to be recycled.

Construction on a **new Family Dollar store** at Willow Street and Highway 160 begins. The exterior of the building and signage is reviewed by the new Design Review Board according to Design Guidelines. The store is anticipated to open in January of 2016.

The town begins accepting **utility bill payments by credit card**. This has been a requested item by the community for many years. Through Express Online Bill Pay, utility customers can create an account to automatically pay utility bills or to pay them on demand.

June

New street furniture is placed in downtown Mancos for the comfort of residents and visitors. In addition to wine barrel “branded” planters, bike racks, included one donated by PutUp Bikes of Durango, are placed in three locations. New visitor information kiosks, purchased by the Mancos Valley Chamber of Commerce, are located in the Grand and Main Corner Lot (GMC Park) and on the northeast corner of Boyle Park. The Doerfers- a local ranching family- lends an 1892 horse-drawn road grader and a 1928 McCormick Deering tractor for display. The Mancos Historical Society purchases benches for Grand Avenue and the town purchases two additional bear-safe trash containers.

A Water/Wastewater Treatment Operator is hired to assist the Public Works Director in managing the water and sewer plants. Kyle Schreckenbach has several years of experience in both areas of public works and is licensed at the A level in both.

A comprehensive **town-wide leak detection analysis** is completed on town water distribution lines. Several leaks were found on both the water customer side of the meter and in the town’s main and service lines. Streets maintenance staff fixes eight leaks throughout the summer and fall.

New businesses open in town in 2015 include the Grand Avenue gym, Hand to Hand Boutique clothing store, and Mountain Valley Medicine.

Town staff attends an **Emergency Preparedness Table Top training exercise** with area law enforcement and other emergency personnel at Mancos schools. The exercise is designed to reveal strengths and weaknesses in emergency response plans.



FIGURE 3: PARKS AND RECREATION COORDINATOR LESLIE HOPKINS-SKALA

The **Mancos Creative District** celebrates its first year as a candidate district for certification through Colorado Creative Industries. The program, which is managed through the state Office of Economic Development and International Trade, is focused on leveraging the arts, history and culture of a community for economic development. This summer, the Creative District completed a strategic plan, held a storytelling session with long-time residents to gather important community themes, and celebrated with residents of all ages at an art party at The Painted Turtle.

A **local surveyor is hired to investigate the boundaries of Boyle Park** and to explore the original deed agreements and historical documents related to the property. Upon inspection, the firm finds no significant changes to the boundary and confirms that the town must dedicate Park Street as a public road.



FIGURE 4: THE VFW COLOR GUARD LEADS THE MANCOS DAYS PARADE

The town partners with the City of Cortez, Montezuma County, and the Town of Dolores to purchase **new flyover pictometry (GIS imagery)** to be used in GIS mapping for planning purposes. The town is fortunate to have GIS access through Montezuma County. New photography layers are more accurate and reflect recent land use and development changes.

A joint **Board and Staff Retreat** is held to discuss important town initiatives and the status of current projects, as well as to set goals for the coming year.

July

Members of the Town Board of Trustees and staff attend an **emergency preparedness training** with the Montezuma County Emergency Manager and the state Office of Homeland Security.

The town partners with Montezuma County Sheriff's Office, La Plata County, DOLA, Southwest Television District and the City of Cortez to provide local matching funds to a grant for construction of a **new radio signal tower on Caviness Mountain**. The new tower will assist local law enforcement and other emergency responders in receiving clearer 800 MHz radio signals.

Another successful **Mancos Days** is held on July 24th through the 26th with the original theme “Only in Mancos.” A local high school student designs the poster for the 56th annual celebration. Adult games, softball tournament, entertainment, vendors and the parade are a hit once again. Sponsorships from local families and businesses bring in funds to provide better parade prizes, music acts and lighting for evening games and entertainment.

The town hosts **monthly free yard-waste drop offs** for residents to dispose of their weeds, grass clippings, and tree limbs.

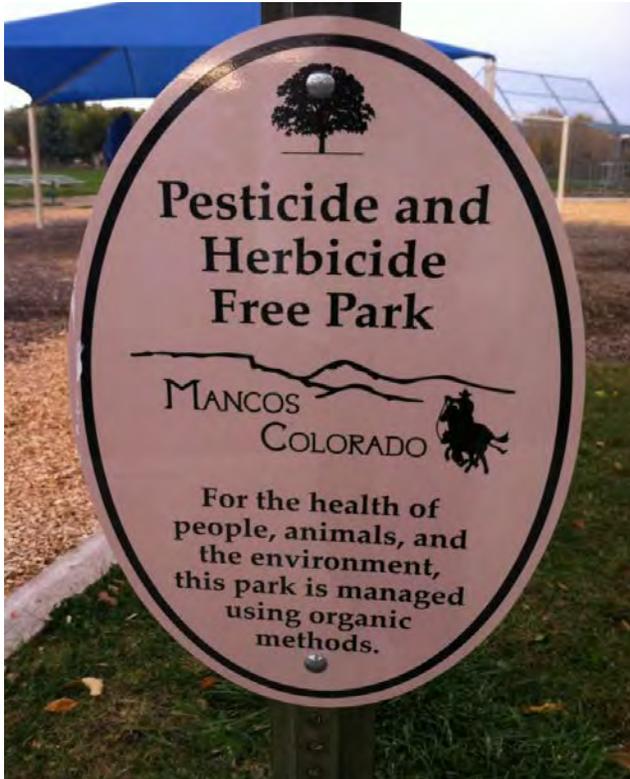


FIGURE 5: SIGNAGE ANNOUNCING ORGANIC MAINTENANCE OF TOWN PARKS

After hearing from a group of interested citizens and conducting research on other communities’ efforts, the Board of Trustees adopts an **Organic Parks Maintenance and Integrated Pest Management Plan** for town parks. A seasonal parks maintenance worker is hired for the remainder of the summer to assist in mechanical methods of weed control.

The town accepts grant funding from the Technical Assistance Program through CDOT for construction of an **at-grade pedestrian safe crossing at Hwy 160 and Beech St.** with RRFB signalization. Design and engineering work begin in the fall with planned construction in spring/summer of 2016.

The Board of Trustees passes a resolution to **establish a sister-city relationship with**

Feins, a small community in northern France. The purpose of the world-wide sister city program is to establish cultural linkages, foster democracy, and share information. There are many similarities between our communities in terms of agricultural influence, tourism, and history. Mancos’ other sister cities include Thornton, Colorado and Mancos, Peru.

August

Parks and Recreation staff finds ongoing **vandalism issues at the town Skate Park**. Removal and destruction of skate components, signs, and landscaping and graffiti tagging are some of the issues. The Board directs staff to begin looking into surveillance equipment and the Parks Coordinator organizes a skate pad painting project with local students to cover the graffiti.

The Mancos Trails Group is busy planning for **future park and trail improvements** as outlined in the town's Master Trails Plan. In addition to submitting a grant application to Greater Outdoors Colorado for trail improvements and other amenities in Cottonwood Park, the group submitted a proposal to the Bureau of Land Management for development of non-motorized trails at the "Aqueduct Property" northwest of town. The town is also a partner with Mesa Verde National Park, the City of Cortez, BLM, CDOT and Montezuma County on a proposed 17-mile multi-use path that would connect Mancos to Cortez via Mesa Verde National Park. Transportation Assistance Program (TAP) grant funds for the planning phase of the project were received from CDOT.

The first annual **Mancos Valley Summer Brew Fest** is held in Cottonwood Park. Hundreds gather to celebrate local beer and music. The organizers, Mancos Brewing Company, celebrated their first year in business and donated \$2000 in proceeds to the town's Trails Group for use in future park and trails improvements.

The Town Board of Trustees accepts a grant from the Colorado Department of Local Affairs (DOLA) to complete a **capital asset inventory and planning process**. The project, which is 100% funded by DOLA, includes a fiscal checkup report and the use of a consulting firm to inventory, track and manage the town's capital equipment and infrastructure. This information will be key as the town budgets for future projects.



FIGURE 6: WORKSHOP FOR 160 CORRIDOR PLANNING



FIGURE 7: TRUSTEE DARREL ELLIS IS SWORN IN

September

The **Second Annual Harvest Festival** is held on September 13 in downtown Mancos, bringing 100 residents out for an evening of potluck-style food, a pie baking contest and games. The Mancos Public Library, Mt. Lookout Grange, the Mancos Creative District, and its partners in the Chamber of Commerce and the Mancos Valley Historical Society plan to line Grand Avenue with tables and food every year. The **Mancos Made brand**, which promotes local food and arts production, is rolled out during the event.

The Board of Trustees is presented with draft **Hwy 160 Corridor Improvement plans**. A partnership with CDOT Region 5 leadership and Russell Planning and Engineering provided the engineering consulting to review options for pedestrian and bike access, gateways,

medians, and improved access from the highway onto neighborhood streets. The goal of the plan is to increase connectivity between the north and south sides of town and to make the corridor safer and more aesthetically pleasing.

Through a Colorado Tree Coalition grant, the **town Tree Board plants 20 trees in the town rights of way and in town parks**. Agreements with adjacent property owners ensure that the trees will be watered as they become established.

Several hazardous trees are removed around town with the help of a contractor, including a large cottonwood tree on South Main Street that has grown into the sidewalk and multiple dead trees on the north side of highway 160.

A grant-funded **town wide water meter replacement project is completed** this summer. Town streets staff replaced over 500 water meters and rebuilt 104 collapsed meter pits. The new meters have up-to-date technology that allows for easier reading and are compliant with new standards. Using new software, streets staff can read water meters in a fraction of the time it used to take to read the meters individually.

Mayor Rachael Simbeck and Town Administrator Andrea Phillips attend the **Colorado Municipal League** regional meeting in Pagosa Springs. CML provides training and information resources to member municipalities and represents the interest of local governments at the statehouse.

October

After complaints are heard at town hall regarding **jamming of the coin acceptor at the aging water dock**, staff explores options such as a card system and a new coin machine. Due to cost implications, an upgraded coin mechanism that can accept all types of coins is selected over the option of a card reader system. Staff plans to install the machine this winter.

The Board of Trustees adopts two ordinances that make changes to the town's laws regarding **marijuana businesses** and the temporary moratorium on the establishment of new marijuana businesses is lifted. The town currently has two retail marijuana stores and a medical marijuana dispensary with a grow operation.

The Board of Trustees opts to fund several area non-profits with mini grants called **Agency Contributions** in 2016. Each fall, the Board of Trustees evaluates proposals from Mancos area non-profit agencies for mini-grants. Organizations must benefit Mancos area residents. The agencies selected to receive funds in 2016 include: Medicine Horse Center (\$500), Chicken Creek Outdoor Recreation Area (\$500), Mancos Senior Center (\$1500), Axis Mental Health Center (\$1000), Montezuma School to Farm (\$500). While not part of the annual Agency Contribution process, the Board of Trustees voted to provide \$5,000 in 2016 to support the Mancos Public Library.



FIGURE 8: BOE HAWKINS APPLIES BRANDS TO BARREL PLANTERS FOR DOWNTOWN STREETScape

In an effort to address the wind-borne particulates from the yard at Western Excelsior Corporation, the town and the company partnered to relocate the open gate at the east end of the property on Riverside and Monte Street to the southeast corner of the lot. A **landscaped berm** was planted with several fast growing screening trees to help create a windbreak between the company's property and the nearby residents.

Staff provides information to the Board of Trustees on draft guidelines for **backyard farming**. Following a community wide survey, open public forums, and the work of a task force, recommendations include limits on the number and type of livestock animals that can be raised in town and best practices for keeping animals safe while reducing nuisances to neighbors.



FIGURE 9: AN AMERICAN-STYLE THANKSGIVING CELEBRATION IN FEINS, FRANCE, OUR NEW SISTER CITY

November

Sadly, Darrel Ellis, a member of the Mancos Board of Trustees and long-time community member passed away. The Board of Trustees decides to plant a **memorial tree** in Boyle Park in the spring in his memory.

Following the resignation of Marshal John Cox, **Jason Spruell was appointed as Interim Town Marshal**. The town begins advertising to fill the position with a plan to hire a permanent Marshal by March. Jason has several years of law enforcement experience with the Montezuma County Sheriff's Office.

In an ongoing effort to upgrade the town's water and sewer system infrastructure, town staff identifies needed improvements to the **raw water intake and south side water lines**. Staff applies for three different grants and a loan to fund this 2016/2017 project. In addition to a rebuild of the main Pressure Reducing Valve, which services the entire town, the project includes upgrades to the headgates at the Mancos River and replacement of two integral water mains in the older section of town.

The Colorado Department of Public Health and Environment requires Western Excelsior Corporation to have a construction permit or **Air Pollution Emission Notice (APEN) permit**. The permit, which was open to public comment, identifies the point sources of air pollution at the plant and provides thresholds of emissions from each source. As part of the permit, a fugitive particulate matter control plan is required.



FIGURE 10: STREETS STAFF MEMBER TERRY JENNINGS INSTALLS NEW WATER METER

Parking lots in Boyle Park and Pioneer Park are sealed and coated, helping to preserve the asphalt for years to come.

The \$1.1 million dollar **Water System Improvement Project is completed**, which included construction of a 430,000 water storage tank, improvements to the pump house, installation of a backup switch and generator and new valves and line connections. The project was funded through local matching funds, a USDA Rural Development loan, a grant through DOLA EIAF (energy impact and mineral assistance funds) and a contribution from a local developer.

Following public input via surveys and a well-attended planning forum, the Board of Trustees votes to **declare Cottonwood Park as an off-leash dog area**. This 13 acre open space has been utilized as a de-facto off-leash area for many years, which was in violation of the town's leash law. The

Board directed staff to post signs at the entrances to the park which state the rules of the off-leash dog area.

December

Annual Olde Fashioned Christmas events include a free community holiday dinner, Jingle Bell fun run, a visit from Santa, Festival of Trees, and many other fun activities.

The town receives word that **funding is awarded through CDOT for replacement of the Main Street Bridge**. The bridge was originally built in 1912 and was recently rated as structurally

deficient and in need of replacement. A Special Highway Committee responded favorably to the town's request for Off-System Bridge Replacement funding and approved 80% of the cost for this (estimated) \$1.0 million project. The town will coordinate with CDOT on the funding timeline and will seek additional outside funding towards the local contribution for potential construction in 2018/2019.

As the El Nino storm patterns predict, **winter snow events** begin in November, with heavy snows blanketing the area through December. The town exercises its Snow Removal Plan in cooperation with CDOT.

After several months of discussion, the Town Board of Trustees adopts the **2016 Annual Budget**, which includes funding for capital projects as well as operating expenditures. In addition to plans for raw water system upgrades and



FIGURE 11: CONSTRUCTION ON THE NEW 430,000 WATER STORAGE TANK

the lease-purchase of town vehicles, capital expenditures include improved security measures at town hall, street maintenance, and a local match to the pedestrian crossing at Beech Street and Hwy 160. Total planned operating expenditures in the General Fund for 2016 is \$1,069,554. The total proposed operating and capital budget for all funds is \$2,509,463.



FIGURE 12: TOWN STAFF AND VOLUNTEERS SERVE HOLIDAY DINNER AT THE COMMUNITY CENTER

DEPARTMENT/DIVISION REPORTS

STAFF REPORT

To: Town Administrator, Honorable Mayor and Trustees
From: Heather Alvarez, Town Clerk/Treasurer
Date: January 27, 2016
Re: 2015 Year End Work Plan Update

Between Georgette and myself, below is a partial list of our standard daily, weekly and monthly duties for which we are responsible:

- Meetings, agendas, minutes, ordinances & resolutions for Board of Trustees, Planning Commission, Tree Board & Design Review Board
- Mancos Municipal Code
- Utility billing including billing disputes, tracking broken meters, new and old customers, utility concerns
- Municipal Court – including citation update, payment collection & monthly court
- All Town records such as easements, deeds, contracts, agreements, etc.
- Citizen Complaints & Records Requests
- Liquor Licensing – local and state level
- Marijuana Licensing – local and state level
- Business Licensing
- Dog & Animal Licensing
- Financial Reporting including bank reconciliations, investment management, etc
- Tax and revenue collection and auditing
- Human Resources Director/Personnel – all departments
- Travel/Training – coordinate travel/training arrangements for all departments
- IT including all website, network, server, printer, scanner and user issues, bi-weekly meeting with Netforce PC
- Grant/Loan Funding – Federal, State and Local
- Project Manager – all departments
- Reception/Front Desk Service
- Colorado Bureau of Investigation – serve as agency coordinator, responsible for sex offender registration and monthly crime reporting as required by FBI and any other items related to CBI such as fingerprinting and law enforcement notifications
- Marshal's Office – monthly statistic reporting to Marshal, citation data entry, impound vehicle disposal, weekly meetings, law enforcement clerk as needed
- Purchasing and Supply Ordering – all departments
- RFPs/Bidding Opportunities
- Financial – monthly bank reconciliations & journal entries, Accounts Payable, Accounts Receivable, payroll, taxes, etc.
- Public Works Committee – weekly meetings and projects as assigned

Following is a partial outline of the major projects completed to date and currently in process:

1. **Project Management** – in my role as project manager, currently managing the following projects: CDOT Hwy 160 Pedestrian Crossing, RAW Water System Improvements Project, Capital Asset Inventory, finalized Water Meter Upgrade Project and Water System Improvements project
2. **Financial Reporting** – completed unaudited 2015 financials, currently working on preparation for 2015 Financial Audit
3. **2016 Budget** – ongoing
4. **2016 Election** – ongoing
5. **Grants/Loans** – ongoing. Currently have the following loans/grants outstanding or in process: DOLA Capital Asset Inventory Grant, CDOT Hwy 160 Pedestrian Crossing (federal), SW Basin Roundtable Raw Water Improvements Grant, SW Water Conservancy Raw Water Improvements Grant, DOLA Raw Water Improvements Grant. Closed out DOLA water Meter Replacement Grant, DOLA Water System Improvements Grant, USDA Water System Improvements Loan, CTC Tree Grant, Bullet Proof Vest Grant, Radar Speed Trailer Grant
6. **RFP/Bidding** – ongoing for all departments. Recent bid projects include a Janitorial RFP, Capital Inventory RFP, Diesel Generator RFQ, Fall Tree Pruning/Removal RFQ
7. **CIRSA** – safety audit completed, 2016 renewal application researched, completed and submitted to CIRSA for Property/Casualty and Workers Comp
8. **Personnel/Benefits Management** – in my role as benefits administrator, researched medical, dental, vision and life insurance policies to be sure we are receiving best rate and compliant with all new health care laws, coordinate 457 Retirement Plan for all employees. In my role as HR Director, facilitated hiring and/or resignation of Plant Operator, Public Works Technicians (3), Parks Seasonal Employees (2), Mancos Marshal, Deputy Marshal, job description and salary updates, personnel manual updates, incentive policy draft & implementation, public works on call policy draft and implementation. Also working with employment agency to provide temporary employees as needed.
9. **Marijuana** – researched, drafted and implemented new licensing and procedures for medical and retail marijuana businesses. Continue to field numerous inquiries on this issue.
10. **Purchasing** – research, obtain bids and manage purchases over \$1,000 for all departments when requested. Projects completed or in process include water dock

equipment, playground mulch, security cameras, building security project, law enforcement vehicles, Parks vehicle, Parks quad/snow plow

11. **Broadband Planning** – currently working with SWCCOG on their broadband planning committee for long term infrastructure planning
12. **Cable Franchise** – currently working on renewal of cable franchise agreement.

Staff Report

To: Honorable Mayor and Trustees
From: Robin Schmittel, Public Works Director
Date: January 7, 2016
Re: Year End Staff Report

My tasks this past year has been overseeing much of the work being done by the public works crew within the Town and including that within the distribution and collection systems and that the water and wastewater plants are operating properly and acting as operator for the water and wastewater plants as needed.

A large amount of my time this year (February – October) included coordinating with Souder/Miller in designing the 2015 Water Improvement Project as well as directing the Red Point crew (and sub-contractors) to bring the project to a satisfactory completion that will benefit the Town for years to come.

Secondary to the Water Improvement Project was continued work and experimenting with the new wastewater plant in an effort to bring it on-line continuously. In this effort I added a soda ash feed to adjust the influent pH, altered splitter box to stop heavy solids from gather within the bottom of the splitter box, re-worked air system so the air into each cell can be monitored and added backwash meter on disk filter to monitor the amount of water being rejected into the #2 lagoon pond. I also drafted a letter detailing the status of and problems with the new treatment plant which was sent to CDPHE and the other engineering firms involved. The reply from CDPHE indicated that since the Town is meeting our discharge permit with the new plant they have no power to intercede. Recently a new process engineer with Aquarius has contacted us and is responsive to our problems with the new plant.

Further significant items completed:

- Monitored or completed daily data collection, sample testing, etc., to maintain drinking water quality and wastewater effluent quality
- Monitored or completed required maintenance on both WTP and WWTP
- Submitted water and wastewater testing results to CDPHE as required.
- Completed water quality report in January per request by Mancos Town Board
- Attended numerous staff and projects meetings as required.
- Attended required continued training sessions for operator licenses
- Replaced #2 filter failed turbidity meter at WTP
- Replaced drive motor on #2 screen at (MSABP) WWTP
- Repaired VFD on #1 blower at (MSABP) WWTP
- Replaced pH probe and calibrated meter for WTP
- Replaced failed ultrasonic flow meter at WWTP
- Built cover over effluent Parshall flume at WWTP
- Salvaged used 10" water meter from old water system and repurposed as effluent meter on WTP
- Replaced lights with energy saving lighting in WTP and blower room at WWTP

The following details the normal daily operations at both the water treatment plant and wastewater plant.

Drinking water plant:

A minimum of 3 chlorine residual tests is required by CDPHE at the entry point to the distribution system daily. The distribution system is the potable water system that feeds the Town. The chlorine is used to disinfect the water, i.e., inactivate any bacteria left in the water that are not removed by the filtering process. Residual chlorine is the chlorine left in the water following the disinfection process. The minimum level must be greater than 0.2 mg/L at the entry point. The residual chlorine is needed to insure bacteria growth within the distribution system. Seven designated locations around the Town are tested weekly for residual chlorine. These locations must also measure a residual of 0.2 mg/L. Bacteria test samples are also collected monthly from these points and cultured for coliform bacteria. The total coliform bacteria test is a primary indicator of "potability", suitability for consumption, of drinking water. It measures the concentration of total coliform bacteria associated with the possible presence of disease causing organisms.

Daily meter readings of the inflows into the filters, treated flows to the Town, and backwash volumes are recorded and calculations made to get volumes. This data is used to make adjustments; predictions of the next day's usage by the Town. Water levels in sedimentation pond and backwash retention ponds are checked and adjustment of flows into the sedimentation pond and transfer flows from backwash pond into the sedimentation pond are made. CDPHE allows us to use as much as 10% of the backwash water to be reused in finished drinking water. The Mancos water treatment plant efficiency is such that the Town can reuse all of the backwash water and stay under the 10% CDPHE limit and thus no water is wasted.

Daily, water treatment chemical usage is recorded and chemical tanks are refill as required. Daily feed rates of chemicals are calculated and adjustment made as necessary. The chemicals aid in flocculation and coagulation of material in the water which, in turn assists the filters to remove the matter and allows the filter to maintain EPA turbidity standards of less than 0.3 NTU's. Each of the Town's two filter trains is continuously monitored for turbidity quality.

The pH (acidity or causticity) of the water is monitored which affects the effectiveness of treatment chemicals or might cause corrosion in the distribution system. Influent and effluent alkalinity tests are completed weekly for the same reason.

Numerous other additional test as required by CDPHE in the yearly Drinking Water Monitoring Schedule.

Wastewater Treatment Plant:

CDPHE has issued the Town of Mancos a discharge permit to discharge the treated wastewater into the Mancos River. The permit has certain parameters set by the EPA through the CDPHE to which the wastewater must meet before the water can be released into the river. The process through which the wastewater undergoes is necessary to achieve these parameters. Any variance from the parameters will result in a violation.

Initially the wastewater passes through a sewage grinder (Muffin' Monster) which was installed following the construction of the new wastewater treatment plant. This unit shreds

those things that the public manages to send into the wastewater collection system. Those "things" range from what one would expect to find to things that are amazing such as toy cars, rubber balls, sticks, towels, diapers, wristwatches and whatever else that will fit into a sewage line. These things are removed as non-organic solids and are transported to the landfill every 5-6 days. The average solids weight is 900 to 1,200 pounds.

Following the removal of non-organics there should be only organic bio-degradable solids (bio-solids) in the wastewater which is flowed into the process basins where the bio-solids are consumed by bacteria. Inside the process basins, the bacteria form colonies of millions of bacteria which are able to consume a large mass of bio-solids fairly rapidly. A single bacteria life time is very short, only a few hours. However the bacteria reproduce rapidly and in the reproduction cycle use the energy which they get from consuming the bio-solids. This treatment is the basis of all wastewater treatment plants. Thus the wastewater plant operator is a *bacteria farmer* and has the job of keeping the bacteria healthy.

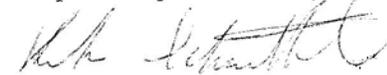
Daily, the wastewater operator has to monitor a number of things to keep the bacteria growing. As the bacteria grow, they discharge waste themselves which is acidic and may become toxic to the bacteria. The operator must monitor the pH and alkalinity of the wastewater and add chemical to maintain the pH and alkalinity at a near neutral level.

Bacteria, as do every living thing, require oxygen to survive. The bacteria get their oxygen from the water surrounding them. The operator has the task of monitoring the amount of dissolved oxygen in the water and make adjustments as needed. In our new plant there are 24 individual cells (process basins) that require daily testing and adjustment as required.

As part of the treatment process, the operator is responsible to control the final amount of total suspended solids in the wastewater. As the wastewater flows through the treatment plant, more advanced bacteria colonies develop. These more advanced bacteria colonies are less in number than younger bacteria but are more aggressive in that they cannibalize the younger, less advanced, bacteria. Eventually, the advanced bacteria colonies die due to lack of food and are discharged from the process basins as total suspended solids.

The final parameter before being discharged, the wastewater must be disinfected to control the e-coli bacteria. Chlorine is used to control bacteria just as in drinking water with the difference being that very minimum or no residual chlorine is desired. The CDPHE maximum is 0.081 mg/L. Sulfur dioxide is injected into the wastewater to neutralize the chlorine level before the wastewater is discharged into the river. The chlorine level in the discharge wastewater is monitored daily. Excess chlorine in the wastewater is harmful to beneficial microbes in the river.

Respectively Submitted,



Robin Schmittel,
Public Works Director

2015 Year-End Report

Statistical Comparisons, 2015 vs. 2014

The stats below reflect activities logged by the Cortez PD communications center as either calls for service dispatched to our officers or self-initiated activities generated by MMO personnel.

Although these totals are accurate for dispatch-logged services provided, they do not reflect the Non-logged law enforcement and/or public service functions we handled or the time spent by our Personnel while engaged in them. In the course of a year, these unaccounted for services and the number of hours we spend on them easily number in the hundreds.

<u>Activity Type</u>	<u>2014</u>	<u>2015</u>	<u>% Change</u>
All Activities	1710	1946	13.8% Increase
Dispatched	627	698	11.3% Increase
Self-Initiated	1191	1248	.05% Increase

I am quite pleased by the increase in self-initiated activities reflected above. This indicates our personnel are not just waiting for the radio to dictate what they do but are routinely seeking out, finding, and acting upon various types of situations or events that have not been reported but need some type of police or public service intervention. While many self-initiated activities may be minor in nature such as finding and checking an open door on a residence, it is these types of activities that often impress the public the most.

<u>Total Time Handling All Activity Types</u>	<u>2014</u>	<u>2015</u>	<u>% Change</u>
	1099 hrs	1161 hrs	.06% Increase

Training is and always will be a priority for the MMO. Most out of the area trainings attended in 2015 were partially funded through scholarships through the Southwest POST training committee and by CIRSA. The scholarships reimbursed the town for all costs associated with the training except for travel. The amount reimbursed to the town for those trainings so far in 2015 is \$4803.77. The CIRSA training was all online trainings.

2015 Training Courses Completed: (* indicates a course partially funded by SW POST.)
(**indicates a course funded by CIRSA)

DUI Update
 Standard Field Sobriety Tests (SFST's)
 Police Vehicle Operations
 Managing the Property & Evidence Room
 Firearms Qualifications and Training (Milo and Firearms safety)
 CAPET 2015 Fall Conference
 Taser X2 certification
 Below 100**
 Blood borne Pathogens**
 Effective Law Enforcement Communications**

2015 Legislative & Case Law Update
Leadership in Police Organizations
CPR & AED
Personal Guidelines for Law Enforcement**
Intermediate Child Abuse
Writing arrest & Search warrants*
Work Place Diversity**
Sexual Harassment Prevention**
False Arrest and Arrest Liability for Law Enforcement**
CCIC Certification
Preventing slips, trips and falls for Law Enforcement**
Responding to Domestic Abuse Calls**
Situational Awareness and ambush precautions**
Managing Police records in Colorado Seminar

2015 Enforcement & Incident/Crash Report Totals: (% change over 2014)

Traffic Citations/Ordinance Violations Issued: 132 (-14%)

Traffic Warnings Issued: 189 (-.02%)

Arrests/Criminal Charges Filed: 37 (-54%)

Incident Reports Completed 188 (+50%)

Vehicle Crash Reports Completed 21 (+17%)

STAFF REPORT

To: Honorable Mayor and Trustees
Andrea Phillips, Town Administrator
From: Leslie Hopkins, Parks & Recreation Coordinator
Date: January 21, 2106
Re: 2015 Year End Staff Report

This year has undoubtedly has been a very busy year for Parks & Recreation. I for one have seen a very positive growth and display of upgrades to the town. First, the hiring of (2) part time employees which have helped with weed control and parks. We have inquired new areas and purchases of equipment we are able to keep the town and parks looking fabulous.

We are looking forward to get started for 2016 season. Many thanks to our great staff for all of their help and time! We have a great crew!

2015 Year End Report Parks & Recreation

<u>Area/Location</u>	<u>Maintenance</u>	<u>Grants for trails & parks</u>
<u>Hwy 160 - Willow</u>	Trim, weed Weed spray	<u>Xtra Projects & Events</u> <u>Prep & clean up meetings</u> <u>Daily Park & property checks</u> <u>Yard cleanup</u> <u>Yard waste</u>
<u>Hwy 160 - Conoco</u>	Trim, weed Weed spray	<u>Town Cleanup</u>
<u>Hwy 160- NE Corner</u>	Trim, weed Weed spray H2O	<u>Tree locates</u> <u>Tree watering</u>
<u>Hwy 160- NW Corner</u>	Trim, weed Weed spray	<u>Mancos Days</u> <u>Balloon Festival</u>
<u>Hwy 160- Millwood</u>	Trim, weed Weed spray H2O	<u>Mancos Melt</u> <u>Cowboy Marathon</u> <u>Brew Festival</u> <u>Holiday Dinner</u> <u>Xmas run</u>
<u>Library</u>	Trim	<u>Treelighting</u>
<u>No Spray</u>	Weed H2O -Auto Prune	<u>Santa</u> <u>Movie</u> <u>Hunter Safety</u> <u>Community Center Scheduling</u> <u>Parks scheduling</u>
<u>Angel Way- Field</u>	Trim	<u>Front Desk Coverage</u>
<u>Angel Way -Street</u>	spray Sweep Sidewalk	<u>Olde Fashioned Xmas</u>
<u>Creekside - trees</u>	Trim Weed H2O -Auto Prune	<u>2015 purchases</u> <u>Organic Fert/weed</u> <u>Airratior</u> <u>Seed spreader</u> " " <u>Playground mulch</u> <u>Part-time seasonal help (2)</u>

Creekside -Path

Trim & weed

**2016

Comm Organic

Area/Location

Maintenance

Pioneer Plaza

Weed

H20 -Auto

Prune

Snow removal

Mulch

Skate Park

Trim

Weed

H20 -Auto

Prune

Trash

Comm Spray

Clean pad

Clean area

Inspections

GMC Lot

Trim

Weed

H20 Daily

Prune

Brush hog

Cottonwood Park

Mow

Brush hog

Trim

Weed

H20 -Auto

Prune

Trash

Trail

Noxious Thistle

Fence repair

Hired Tree Co

Haul Limbs

Inspections

Thistle treatment

H20 Dock

Trim

Weed

H20 -Auto

Prune

Town Barrel & Planters

H20

Weed

Planting

Western Excelsior Burm

Planting new trees

H20

Weed Fabric

Area/Location Maintenance

Boyle Park

Mow
Trim
Weed
H2O -Auto
Prune
Trash
Remulch Playgro
Weed Parking
Fence repair
Flower Beds
Sprinkler System
Restroom Maint
Playground repai
Mulch Flower bed
Park Inspections
Boyle Park
H2O 1-2x
weed 1-2 xmo
Remulch

Seed

Flower Bed (f

Purchases 2015

Push trimmer
Weed trimmer
Used trimmer
Playground mulch
Mallets
Trash bags
Restroom repairs
Truck repairs
Aerator
Seeder/roller
Community Center Flooring & Paint
Barrels for planters

Priority 2016

New truck
4-Wheeler & plow
Organic Maintenance
Part-time help
Tree maintenance
Sprinkler Systems
Pavillions Re- paint posts
Playground shade
Restroom Repairs