

TOWN OF MANCOS
BOARD of TRUSTEES WORKSHOP
February 8, 2023 6:00 P.M.
Workshop – Financial Policies
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
February 8, 2023 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 January 25, 2023
- F. Audience Business
- G. Announcements
- H. Treasurer’s Report: January Bills & Claims
- I. Committee Reports
 - Montezuma County Commissioner Update
 - Montezuma County Planning Commission Update
 - Region 9
 - CDOT TPR
- J. Discussion and Action Items
 - 1. Appoint Trustee to Fill Vacancy
 - 2. Appoint Trustee Liaison to Planning Commission
- K. *Special Workshop Affordable Housing Land Use Code Update Discussion – February 21, 2023 6:00 p.m.*
- L. *Items for February 22, 2023 Agenda*
 - *Joint Meeting with Mancos School Board (workshop)*
 - *Financial Policy Update (tentative)*
 - *Event Procedure Discussion/Adoption*
- M. Adjournment

Town Projects – 2/8/2023

FYI

- Approx 15 grants/loans outstanding or applications pending
- MMO New Building Planning (Justen)
- Building Department Revamp (Heather)
- WWTP December project (Heather)
- Dollar General (Heather)
- Water Plant/Tank (Terry)
- Fiber Project (Jason, Heather)
- Design Review Guidelines (SAFEbuilt, Heather)
- SWPP (Terry, Jason, Heather, MWCD)
- Financial Policy Research and possible update recommendations (Jan 2023) (Jamie, Heather)
- Fiscal Health Update (Jason, Heather)
- Comp Plan Update (Jason, Heather)
- Utility Rate Study (TBD)
- Snow Removal (Terry)
- Tap/manhole installation for new tri-plex (Terry)
- Development Services Forms Update (Jason)
- Professional Development (Jamie)
- Vendor Audit (Heather)
- Chargepoint Update (Heather, Jamie)
- Events Procedure (Dept. Heads, Jason)
- Ute Mountain Ute Water Project (Heather)

Completed

- New Hire Onboarding (Terry)
- Business License Process Update (Jamie/Jason)
- Watershed Conference (Heather)

TOWN OF MANCOS
BOARD of TRUSTEES MEETING MINUTES
January 25, 2023
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 Cindy Simpson, Trustee Janice Bryan, Trustee Nick Manning, Trustee Richard Tokar, and Trustee Ed Hallam.

Absent: None

Staff Present: Town Administrator Heather Alvarez, Public Works Director Terry Jennings, Attorney David Liberman, Planning and Economic Coordinator Jason Armstrong, Mancos Marshal Justen Goodall and Town Clerk/Treasurer Jamie Higgins

D. APPROVAL OF THE AGENDA: Trustee Janice Bryan made the motion to approve the January 25, 2023 agenda. Trustee Richard Tokar seconds the motion. Motion passed.

E. APPROVAL OF THE MINUTES: Trustee Richard Tokar made a motion to approve the minutes, as presented, from January 11, 2022. Trustee Nick Manning seconds the motion. Motion Passed.

F. Region 9 Economic Development Presentation

G. AUDIENCE BUSINESS:

- None

H. ANNOUNCEMENTS:

- Joint P&Z workshop, do we want that before the meeting or during the P&Z meeting? 6pm February 15th.
- Jamie Higgins and Jason Armstrong updated the board regarding STR's.

I. COMMITTEE REPORTS

- Montezuma County Commissioner Update – No Update
- Montezuma County Planning Commission Update – Nothing to update in Mancos area.

J. DISCUSSION AND ACTION ITEMS:

1. Trustee Richard Tokar made a motion to adopt the Parks & Trails Master Plan, with the revisions, for the Town of Mancos. Trustee Janice Bryan seconds the motion. Motion passed with a unanimous vote.
2. Trustee Ed Hallam made a motion to approve Resolution 4 Series 2023, A Resolution Temporarily Lifting the Ban On Open Fires Within Town of Mancos Limits To And Through March 31, 2023. Trustee Nick Manning seconds the motion. Motion passed with a unanimous vote.
3. 2022 Final Work Plan and Financial Update (unaudited) – No Action.

K. Items for February 8, 2023 Agenda

- *Events Discussion (workshop)*
- *Town of Mancos Financial Policies (workshop)*
- *January Bills & Claims*
- *Appoint Trustee To Fill Vacancy*
- *Appoint P&Z Liaison*

L. ADJOURNMENT

Trustee Richard Tokar made the motion to adjourn the meeting at 8:43pm.

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 January 2023.

Date	Vendor	Description	Amount						
1/11/2023	A T & T Mobility	Cell Phones	605.3						
1/11/2023	AFLAC	Employee Benefits	482.22						
1/11/2023	Amazon Capital Services	Admin Office Supplies/MMO Suuplies	608.6						
1/25/2023	Atmos Energy	Natural Gas	1650.9						
1/25/2023	Auto Zone	Parts for Repairs	42.45						
1/11/2023	Axis Health System	2022 Agency Contribution	1,500.00						
1/25/2023	Ballentine Communications	Legal Notices	7.04						
1/11/2023	Barz, Queenie	Mayor Services December 2022	300						
1/25/2023	Barz, Queenie	2022 Mileage July - October	304.42						
1/25/2023	Blue360 Media LLC	CO Officers 2022-23 Handbook	436.77						
1/11/2023	Brind'Amour, Peter	December P&Z	50						
1/11/2023	Browns Hill Engineering & Controls	WTP Engineering	2999.25						
1/11/2023	Bryan, Janice	Trustee Services December 2022	200						
1/11/2023	Caselle, Inc	Annual Dues	9,542.00						
1/25/2023	CEBT	Employee Benefits Dec & Jan	41,025.96						
1/19/2023	Century Equipment	Backhoe Lease	2,242.12						
1/11/2023	CenturyLink	Phone Services	70.2						
1/25/2023	CenturyLink	Phones	89.32						
1/11/2023	CIRSA	PC/WC Annual Premium	37,390.98						
1/11/2023	CIRSA	2023 Dues	1,293.00						
1/11/2023	CIRSA	PC/WC Annual Premium	36,635.76						
1/25/2023	City of Cortez	Dispatch Fees - 2023	40,155.00						
1/11/2023	Coker, Ann	December P&Z	50						
1/25/2023	Colorado Rural Water	2023 System Membership	300						
1/25/2023	Cox Conoco	Fuel	3,325.44						
1/11/2023	Drug & Alcohol Testing Associates	Yearly Fee and New Hire Screen	280						
1/25/2023	Eaton Engineering LLC	WWTP Consulting	3,216.00						
1/25/2023	Empire Electric	Electric	7,476.40						
1/25/2023	FastTrack Communications, Inc.	Internet	112.5						
1/25/2023	Fed Ex	Shipping	292.32						
1/25/2023	Four Corners Welding & Gas	Equipment	53						
1/25/2023	Fraley & Co	Propane	362.11						
1/25/2023	Green Analytical Lab	Sewer Tests	1320						
1/11/2023	Hallam, Ed	Trustee Services December 2022	200						
1/11/2023	Harrison, Betsy	Trustee Services December 2022	200						
1/11/2023	Hospice of Montezuma, Inc.	2022 Agency Contribution	1,500.00						
1/25/2023	IIMC	JHiggins Annual Membership	210						
1/25/2023	IntelliChoice, Inc.	Annual Lease	6,520.93						
1/12/2023	Keesee Motor Co.	PW Vehicle	54,289.00						
1/25/2023	Kissinger & Fellman, P.C.	Broadband	213.5						
1/25/2023	Le Pew Porta Johns	Port-a-John	258						
1/11/2023	Lexipol, LLC	Annual Law Enforcement Policy Manual	2,726.86						
1/11/2023	Lieberman, David	Legal Services	6,685.52						
1/11/2023	Mancos Common Press	2022 Agency Contribution	1,500.00						
1/11/2023	Mancos Conservation District	Town of Mancos and MCD Partnership for Watershed Coo	30,000.00						
1/11/2023	Mancos Creative District	Mancos Creative District	3,302.12						
1/11/2023	Mancos Valley Chamber	Mancos Chamber	3,302.12						
1/25/2023	Mancos Valley Chamber	Community Calendar Renewal	83.33						
1/11/2023	Mancos Valley Resources	2022 Agency Contribution	1,500.00						
1/11/2023	Manning, Nicholas	Trustee Services December 2022	200						
1/11/2023	Mt. Lookout Grange	2022 Agency Contribution	1,500.00						
1/11/2023	NetForce PC, Inc.	IT	1,939.50						
1/25/2023	Pixel Right, LLC	Website	90						
1/11/2023	Quill	Supplies	28.99						
1/25/2023	Rieck, Kyle	Reimbursement	39.87						
1/11/2023	Safebuilt, LLC Lockbox #88135	P&Z Consulation	425						
1/25/2023	San Juan Basin Health/Lab Bill	Tests	506						
1/11/2023	School Community Youth Collaborative	2023 Agency Contribution	1,500.00						
1/11/2023	Seibert, Catherine	December P&Z	50						
1/11/2023	SGM	Development Review/Engineer on call/WTP	3541.5						
1/11/2023	Simpson, Cindy	Trustee Services December 2022	200						
1/11/2023	Stout, Carol	December P&Z	50						
1/25/2023	Superior Auto Supply	Supplies	499.83						
1/11/2023	Tokar, Richard	Trustee Services December 2022	200						
1/25/2023	Town of Dolores	Sweeper Truck Repairs/Purchase Vac Truck	1228.5						
1/11/2023	Town of Mancos	Water & Sewer	5797.72						
1/3/2023	US Postmaster	utility bills postage	259.96						
1/11/2023	USA Blue Book	WTP Maint	161.19						
1/11/2023	Wanger, Michael	2023 January Municipal Judge	250						
1/11/2023	Waste Management of Colorado	Refuse	174.33						
1/25/2023	Water Solutions, LLC	WWTP Services	600						
	TOTAL		\$ 326,152.83						
	PAYROLL		\$ 69,599.74						

STAFF REPORT

To: Honorable Mayor and Board of Trustees
From: Jamie Higgins, Town Clerk/Treasurer
Date: February 8, 2023
Re: Board of Trustee Vacancy

Recommendation

Appoint applicant to fill vacant position until 2024 General Town Election.

Background/Discussion

Board of Trustees needs to fill the vacant position of Trustee. This position will be appointed until the 2024 General Town election.

Mancos Municipal Code Section 2-2-30(b) – Vacancies: In case of the death, resignation, vacation or removal of any of the Trustees during his term of office, the Board of Trustees, by a majority vote of all remaining members thereof, may select and appoint, from among the duly qualified electors of the Town, a suitable person to fill the vacancy. The person so appointed shall hold office until the next regular election and until his successor is elected and qualified. If the term of the person creating the vacancy was to extend beyond the next regular election, the person elected to fill the vacancy shall be elected for the unexpired term. Where vacancies exist in the office of Trustee and successors are to be elected at the next election to fill the unexpired terms, the three (3) candidates for Trustee receiving the highest numbers of votes shall be elected to four-year terms, and the candidates receiving the next highest numbers of votes, in descending order, shall be elected to fill the unexpired terms.

Attachments

Board Membership Applications



Board/Commission Membership Application

PLEASE PRINT CLEARLY IN INK OR TYPE.

Date of Application: 01-12-23

Board Interested to Serve*

- Board of Trustees
 Mancos Tree Board
 Planning and Zoning Commission
 Historic Preservation Board
 Board of Appeals
 Other

*Complete one application for each Board/Commission you wish to serve

McWhirter Brent L
Last Name First Name Middle Initial
Mailing Address Number Street City State Zip Code

Residential Street Address
Telephone Number(s): Email Address:

I have been a resident of Mancos (within Town Limits) for 8 years
Are you currently serving on any Boards for the Town of Mancos? yes, Board of Adjustments

Please provide a brief summary of Education, Employment and Civic Experience.
I have been self employed for the past 8 yrs. I am currently the owner of the Columbine Bar + grill in Mancos. I had previously served on the Board of trustees for four years. I am currently a board member for the Chamber and a member of the Board of Adjustments.

I am interested in serving on this Board because:
I am civic minded and I believe my experiences on the past Board will be beneficial for this short appointment. I will be able to jump right in and there will be very little for me to get caught up.

I hereby certify and affirm that all the information contained in this application is true, complete and correct. I understand that false or misleading statements or the omission of important information made on this application or any time during the process may disqualify me from volunteer work for the Town of Mancos. I understand that the Mayor and Members of the Board of Trustees must appoint members to Boards and Commissions.

Signature: [Handwritten Signature] Date: 1-12-23

When complete, please return application to: Town Clerk, P.O. Box 487, 117 N. Main St., Mancos, CO 81328

117 North Main Street • P.O. Box 487 • Mancos, Colorado 81328
Phone (970) 533-7725 • Fax (970) 533-7727
www.mancoscolorado.com

STAFF REPORT

To: Honorable Mayor and Board of Trustees
From: Heather Alvarez, Town Administrator
Date: February 8, 2023
Re: Appoint Trustee Liaison to the Planning Commission

Recommendation

Appoint a Trustee Liaison to the Planning Commission

Background/Discussion

With the resignation of Betsy Harrison, there is a Trustee liaison vacancy on the Planning Commission. Mayor Queenie Barz currently serves as one liaison. The appointment may be done by motion, second and roll call vote.

With regard to the Planning Commission, Mancos Municipal Code 2-9-20(a) and (b) states:

(a) The Planning Commission shall consist of five (5) members, three (3) of whom shall be appointed by the Board of Trustees, and two (2) of whom shall be ex officio members of the Board of Trustees. One (1) of the two (2) ex officio members shall be the Mayor, pursuant to Section 31-23-203, C.R.S. There shall also be two (2) alternate members designated Alternate No. 1 and Alternate No. 2, who shall also be appointed by the Board of Trustees. Each of the two (2) alternate members shall be available to bring the Planning Commission to three (3) members (not including ex officio members) in the absence of all three (3) members (not including ex officio members) being available. The alternates shall also be available to provide a quorum if such is required to have a meeting of the Planning Commission. The alternates are required to attend the regular and special meetings of the Planning Commission. Upon the effective date of this ordinance, the Board of Trustees prior appointments to the Planning Commission shall cease, and the Board of Trustees shall make appointments to the Planning Commission.

(b) The Mayor and ex-officio member shall not be considered a member of the Planning Commission for voting or quorum purposes. However, the Mayor, or in his or her absence, the other ex-officio member, shall vote on any matters in which there is a tie vote. If an ex-officio member is required to vote on an item at the Planning Commission level, that ex-officio member will abstain from voting on the same issue at the Board of Trustees level.

Attachments

None