

TOWN OF MANCOS
BOARD of TRUSTEES WORKSHOP
January 11, 2023 6:00 P.M.

Workshop – Recycling Legislation/Town Clean Up & Yard Waste 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 11, 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 December 14, 2022
- F. Audience Business
- G. Announcements
- H. Treasurer's Report: December Bills & Claims
- I. Committee Reports
 - Montezuma County Commissioner Update
 - Montezuma County Planning Commission Update
 - Region 9
 - CDOT TPR
- J. Discussion and Action Items
 - 1. Accept Resignation of Trustee Betsy Harrison
 - 2. Owner's Rep Contract for WWTP Repairs
 - 3. Public Works Vehicle Purchase
 - 4. Designate Southwest Transportation Planning Region Representative
 - 5. 2023 Work Plan
- K. *Items for January 25, 2022 Agenda*
 - *Town of Mancos Financial Policies (workshop)*
 - *2022 Final Work Plan and Financial Update (unaudited)*
 - *Region 9 Economic Development Presentation (20 minutes)*
 - *Parks & Trails Master Plan Review & Adoption*
- L. Adjournment

Town Projects – 1/11/2023**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)
- New Hire Onboarding (Terry)
- Tap/manhole installation for new tri-plex (Terry)
- Business License Process Update (Jamie/Jason)
- Development Services Forms Update (Jason)
- Professional Development (Jamie)
- Vendor Audit (Heather)
- Chargepoint Update (Heather, Jamie)

TOWN OF MANCOS
BOARD of TRUSTEES MEETING
December 14, 2022
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 Betsy Harrison, Trustee Nick Manning, Trustee Richard Tokar, and Trustee Janice Bryan.

Absent: Trustee Ed Hallam

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

D. APPROVAL OF THE AGENDA: Mayor Pro Tem Cindy Simpson made the motion to approve the agenda as presented by staff. Trustee Richard Tokar seconded the motion. Motion passed.

E. APPROVAL OF THE MINUTES: Trustee Richard Tokar made a motion to approve the minutes, as presented, from November 9, 2022 and Dec 5, 2022. Trustee Betsy Harrison seconded the motion. Motion Passed.

F. AUDIENCE BUSINESS:

- Laura Shamp 223 S Spruce Street – I am involved in the Mancos Senior Center. County and Cortez is supposed to help but they do not know anything. We as a Board are trying to get communication opened up for the Senior Center. The Road in front of the senior center, is that County or City? Terry – It's ours. Laura- There is a big pothole in front that needs to be fixed. Second, there need to be a light at Cottonwood Park. A motion detector so it comes on when people come into the park at night. I would feel more secure being there by myself at night. Final comment regarding the Water & Sewer bill at my place. Terry read my meter and we are using 10gal a minute. There is no way. We don't use a lot of water. I have complained about my water bill to Georgette and Town Hall. My daughter –in-law, on the piggyback, has complained. She said you all can put another meter in if you want. I would like to ask the Board to adjust my water bill since only two seniors live in this household and there are not leaks. Please check into that and please waive my bill by the end of December. Thank you.

G. ANNOUNCEMENTS:

- Heather Alvarez submitted a grant for the Tree Board. When the Grant is awarded it will be on the agenda.
- Parks Master Plan is in the final stages.
- Working on grant application for Storm Water project
- IBC project will be tabled until we can apply for a grant to update the documents.

H. COMMITTEE REPORT

- Montezuma County Commissioners Report – No report
- CDOT TPR – Projects in winter shutdown. Will be grant opportunities coming soon. This meeting will be every other month.
- Montezuma County Planning Commission Update – No report

I. TREASURER REPORT – NOVEMBER BILLS & CLAIMS

Mayor Pro Tem Cindy Simpson made the motion to approve the September bills and claims as presented by staff. Trustee Janice Bryan seconded the motion. Motion passed.

J. ACTION AND DISCUSSION ITEMS:

1. Resolution 18 Series 2022 : 2023 Mil Levy and Budget Adoption
Trustee Nick Manning made a motion to approve Resolution 18 Series 2022, Approve Resolution 18 Series 2022 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 2023 And Ending On The Last Day Of December 2023 And Levying Property Taxes For The Year 2023 To Help Defray The Costs Of Government For the Town of Mancos, Colorado For the 2023 Budget Year. Trustee Betsey Harrison seconds the motion. Motion with a unanimous passed.
2. 2023 Capital Equipment Lease Purchase Agreement
Trustee Nick Manning made a motion to authorize the Public Works Director to execute the lease purchase agreement with CHN Capital for a 2021 Case Tractor Loader Backhoe 580SN contingent upon passing staff inspection. Trustee Janice Bryan seconds the motion. Motion passed with a unanimous vote.
3. Resolution 19 Series 2022: 2022Budget Amendment
Mayor Pro tem Cindy Simspon made a motion to approve Resolution 19 Series 2022 A Resolution for Supplemental Budget & Appropriating Additional Sums of Money to Defray Expenses In Excess Of Amounts Budgeted for the Year 2022 For the Town of Mancos Colorado. Trustee Nick Manning and Richard Tokar seconds the motion. Motion passed with a unanimous vote.
4. Resolution 1 Series 2023: Setting 2023 Board of Trustee Meetings
Trustee Janice Bryan made a motion to approve Resolution 1 Series 2023 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 2023. Trustee Richard Tokar and Mayor Pro Tem Cindy Simpson seconds the motion.

Motion passed with a unanimous vote.

5. Resolution 2 Series 2023: Setting Utility Tap Fees
Mayor Pro Tem Cindy Simpson made a motion to approve Resolution 2 Series 2023 A Resolution of the Town of Mancos, Colorado Adopting New Residential Water & Sewer Tap Fees and raining installation to \$1000 each. Trustee Janice Bryan seconds the motion. Motion passed with a unanimous vote.
6. Resolution 3 Series 2023: Setting Dedicated Land Fee In Lieu
Trustee Janice Bryan made a motion to approve Resolution 3 Series 2023 A Resolution Setting The Per Acre Fee In Lieu Of Dedicated Land. Trustee Nick Manning seconds the motion. Motion passed with a unanimous vote.
7. December 28, 2022 Meeting Cancellation
Trustee Richard Tokar made a motion to cancel December 28, 2022 Meeting. Trustee Nick Manning seconds the motion. Motion Passed with a unanimous vote.

K. Items for January 11, 2023 Agenda

- *TBD*

L. ADJOURNMENT

Trustee Nick Manning made the motion to adjourn the meeting.

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 2022.			
Date	Vendor	Description	Amount
12/13/2022	A T & T Mobility	Phone Services	517.42
12/13/2022	Absolute Bakery	Christmas Cookies for Tree Lighting	112.5
12/13/2022	AFLAC	Employee Benefits	723.33
12/13/2022	Amazon Capital Services	Office Supplies	27.99
12/21/2022	Atmos Energy	Natural Gas	1,067.74
12/27/2022	Atmos Energy	Natural Gas	69.3
12/13/2022	Ballentine Communications	Publications	194.68
12/13/2022	Barz, Queenie	Mayor Services November 2022	300
12/13/2022	Brind'Amour, Peter	P&Z Services Nov 2022	50
12/13/2022	Bryan, Janice	Trustee Services Nov 2022	200
12/21/2022	Bureau of Reclamation	Inclusion Fees	280
12/13/2022	CDPHE	Fee for Permit CO0021687	825
12/13/2022	CEBT	Employee Benefits	17,397.99
12/13/2022	CEBT	Employee Benefits	1,683.60
12/21/2022	Coleman, Wesley	Boot Allowance	200
12/27/2022	Corporate Payment Systems	Meeting, Supplies, Travel	2,235.78
12/14/2022	Cox Conoco	Fuel	2,697.32
12/14/2022	Cox Conoco	Vehicle Repairs	352.59
12/21/2022	DCP Industries	Chemicals	1,543.89
12/13/2022	DHM Design	Parks & Trails Master Plan	1,882.50
12/13/2022	Durango Herald	Subscription	63
12/21/2022	Empire Electric	Electric	2,081.13
12/21/2022	Empire Electric	Electric	6,189.36
12/13/2022	FastTrack Communications, Inc.	Internet	112.5
12/13/2022	Fraley & Co	Propane	705.71
12/21/2022	Front Range Winwater Works Co.	Equipment	3,348.67
12/13/2022	Guardian Pest Control	Pest Control	98
12/13/2022	Hallam, Ed	Trustee Services Nov 2022	200
12/13/2022	Harrison, Betsy	Trustee Services Nov 2022	200
12/13/2022	ImageNet Consulting LLC	Copier Lease	278.34
12/13/2022	Jennings, James	WTP Supplies	244.76
12/21/2022	Kissinger & Fellman, P.C.	Broadband	131
12/13/2022	Le Pew Porta Johns	Port-a-John	293.76
12/13/2022	Manning, Nicholas	Trustee Services Nov 2022	200
12/21/2022	Midwest Radar & Equipment	MMO Radios	246
12/13/2022	NAPA/Partners In Parts, Inc.	Auto Parts	21.52
12/21/2022	P & D Grocery	Christmas Dinner	874
12/13/2022	Rieck, Kyle	Reimbursement for WTP Supplies	18.98
12/13/2022	Safebuilt, LLC Lockbox #88135	PLanning & Development Review	660
12/21/2022	Safebuilt, LLC Lockbox #88135	Planning Consultation	2,102.50
12/13/2022	Seibert, Catherine	P&Z Services Nov 2022	50
12/13/2022	SGM	Development Review	1,549.00
12/13/2022	SGM	Engineer on Call	439
12/13/2022	SGM	WTP Improvements	2,399.50
12/13/2022	Simpson, Cindy	Trustee Services Nov 2022	200
12/13/2022	Stout, Carol	P&Z Services Nov 2022	50
12/13/2022	Superior Auto Supply	Parts	161.34
12/13/2022	The Plumbing Store	Equipment & Repairs	19.74
12/13/2022	TKF Contracting Inc.	Water Treatment Plant Impr.	10,239.10
12/13/2022	Tokar, Richard	Trustee Services Nov 2022	200
12/13/2022	Town of Mancos	Water & Sewer	526.02
12/13/2022	Town of Mancos	STP Water & Sewer	4,202.90

12/13/2022	UNCC	Member ID 49080	29.9
12/1/2022	US Postmaster	postage utility bills (cards & stamps)	261.48
12/21/2022	Vital Records Control Dept. 5874	Shredding	107.86
12/13/2022	Wanger, Michael	December Municipal Judge Services 2022	250
12/13/2022	Waste Management of Colorado	Refuse	116.2
12/13/2022	Waste Management of Colorado	Refuse	58.13
12/1/2022	WCA Construction LLC	MMO Demo	77,663.50
		TOTAL	\$ 148,954.53
		Payroll	\$64,741.92

STAFF REPORT

To: Honorable Mayor and Board of Trustees
From: Heather Alvarez, Town Administrator
Date: January 11, 2023
Re: Resignation of Trustee Betsy Harrison

Recommendation

Accept the resignation of Betsy Harrison from the Board of Trustees and authorize the Town Clerk to advertise the vacancy

Background/Discussion

Trustee Betsy Harrison has submitted her letter of resignation from the Board of Trustees.

If the Board accepts her resignation, we will advertise the vacancy and accept letters of interest to fill the vacancy. These letters will be submitted to the Board of Trustees at a public meeting to appoint her replacement.

Per Mancos Municipal Code 2-2-30(b), the person so appointed will hold office until the next regular election and until his/her successor is elected and qualified in April 2024, at which point they may run for office. The person elected to fill the vacancy shall be elected for the unexpired term through April 2026.

Resource Impact

N/A

Attachments

Letter of Resignation

From: [Betsy Harrison](#)
To: [Heather Alvarez](#)
Subject: RESIGNATION
Date: Wednesday, December 28, 2022 9:53:38 AM

This email was sent from outside your organisation, yet is displaying the name of someone from your organisation. This often happens in phishing attempts. Please only interact with this email if you know its source and that the content is safe.

Mayor Queenie Barz
Board of Trustees
Town of Mancos
PO Box 487
Mancos, CO 81328

Dear All

It is with great sadness that I submit my letter of resignation as a member of the Town Board of Trustees effective January 1, 2023. Most of you know I have been battling cancer for some time. Unfortunately, I have not rebounded from my most recent bout as I had hoped. Consequently I am unable to properly fulfill my duties as a trustee.

It has been a truly wonderful and most educational experience and I shall miss my contact with the Board, staff and the community at large.

Most Sincerely,

Betsy Harrison

STAFF REPORT

To: Honorable Mayor and Board of Trustees
From: Heather Alvarez, Town Administrator & Terry Jennings, Public Works Director
Date: January 11, 2023
Re: Wastewater Treatment Plant Owner's Rep for Phase 1 Repairs

Recommendation

Authorize the Town Administrator to execute an Owner's Rep contract with Eaton Engineering for the Wastewater Treatment Plant Phase 1 repairs in an amount not to exceed \$5,000.

Background/Discussion

We are at the point in this project where we are ready to retain an Owner's Rep and bid out design and engineering services for Phase 1 repairs to the wastewater treatment plant.

Brad Eaton has been working with the Town since 2018 on this project. Staff is considering this a sole source purchase because he is familiar with all aspects of this project. Mr. Eaton is a licensed engineer in Colorado, and he will be retained to work with Town staff to ensure that the concept of repair is executed appropriately.

Our legal advisors on this project have been kept informed of the status of this project as well, and they have no objections.

Next steps include sending an RFP to a minimum of three engineering firms for bids to begin this project.

Depending on the questions from the Board, we may recommend convening to executive session at this or a future meeting, due to the nature of this project.

Resource Impact

\$5,000 from Sewer Enterprise Fund

Attachments

Eaton Engineering Proposal

November 27, 2022

Heather Alvarez
Town Administrator

Town of Mancos
117 North Main Street
Mancos, Colorado 81328

Subject: Eaton Engineering, LLC, Professional Services - Mancos WWTF - Phase 1 Repairs

Dear Ms. Alvarez.

Eaton Engineering, LLC (Eaton) is pleased to provide the following proposal for professional services related to the repair phase of the Mancos Wastewater Treatment Facility (WWTF).

As you are aware, Eaton served as the Town's expert witness in the legal action surrounding the WWTF beginning in 2018 and is highly versed in the various issues at the facility requiring corrective action.

The Town plans to engage a qualified engineering consultant to lead the future repair efforts. Therefore Eaton proposes to function as the Town's representative on an "as needed" basis with a billing rate as a Senior Project Manager of \$150.00 / Hr. No expenses are anticipated, however, should any expenses be necessary they will be billed at cost.

Due to the dynamic nature of Eaton's role, it is difficult to assign exact costs to the tasks performed by Eaton. As such Eaton will only work on tasks approved by the Town and will provide an estimated cost prior to beginning work. Furthermore, Eaton will only bill for hours worked and will not exceed the estimated cost without prior written authorization from the Town.

Eaton's anticipated scope of services at this point in the project, along with the associated estimated costs are as follows:

Task 1 - Request for Proposals, Estimated Cost Not to Exceed \$3,000

- Prepare and distribute a comprehensive Request for Proposal (RFP) issued to three pre-qualified engineering consultants for Phase 1 repairs. It is anticipated that the consultant selected for Phase 1 repair project will continue with the entire repair phase of the WWTF until completion.
- Answer questions from the prospective consultants during the proposal phase.
- Assist Mancos staff with proposal evaluations and provided recommendations for selection.

EATON ENGINEERING, LLC
Civil Engineering and Construction

461 Bobcat Dr.
Milliken, CO 80543
970-415-0300
EatonEngineering@msn.com

Task 2 – Phase 1 Repairs, Design Guidance and Review, Estimated Cost Not to Exceed \$2,000

- Provide guidance to the selected consultant during the design of Phase 1 repairs.
- Review plans, specifications, cost estimates and other pertinent documents at 30% and Final Design milestones.

Eaton further proposes to address subsequent repair phases with an updated proposal once additional information becomes available regarding the scope of future repairs.

Lastly, please see the attached EJCDC contract for your consideration as the proposed contract between Eaton and the Town for the work proposed herein.

Thank you for the opportunity to propose these professional services. Please contact me should you have any questions or concerns.

Sincerely,



Eaton Engineering, LLC
Brad E. Eaton, P.E.

attachments

Appendix 7.1 – Sample Contract

SHORT FORM OF AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES

Prepared by



and

Issued and Published Jointly by



**SHORT FORM OF AGREEMENT
BETWEEN OWNER AND ENGINEER
FOR
PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT effective as of _____, 20__ (“Effective Date”)

between Town of Mancos ("Owner") and

_____ (“Engineer”).

Owner's Project, of which Engineer's services under this Agreement are a part, is generally identified as follows:

_____ (“Project”).

Engineer’s Services under this Agreement are generally identified as follows:

Owner and Engineer further agree as follows:

1.01 Basic Agreement and Period of Service

- A. Engineer shall provide, or cause to be provided, the services set forth in this Agreement. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above. Owner shall pay Engineer for its services as set forth in Paragraphs 7.01 and 7.02.
- B. Engineer shall complete its services within the following specific time period:
- C. If the Project includes construction-related professional services, then Engineer's time for completion of services is conditioned on the time for Owner and its contractors to complete construction not exceeding ____ months. If the actual time to complete construction exceeds the number of months indicated, then Engineer's period of service and its total compensation shall be appropriately adjusted.

2.01 Payment Procedures

- A. *Invoices:* Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer’s invoice, then the amounts due Engineer will be increased at the rate of

1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, Engineer may, after giving seven days written notice to Owner, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges. Owner waives any and all claims against Engineer for any such suspension. Payments will be credited first to interest and then to principal.

3.01 *Termination*

A. The obligation to continue performance under this Agreement may be terminated:

1. For cause,

- a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Failure to pay Engineer for its services is a substantial failure to perform and a basis for termination.
- b. By Engineer:
 - 1) upon seven days written notice if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or
 - 2) upon seven days written notice if the Engineer's services for the Project are delayed for more than 90 days for reasons beyond Engineer's control.

Engineer shall have no liability to Owner on account of a termination by Engineer under Paragraph 3.01.A.1.b.

- c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under Paragraph 3.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon Engineer's receipt of written notice from Owner.

B. The terminating party under Paragraph 3.01.A may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.

- C. In the event of any termination under Paragraph 3.01, Engineer will be entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement and all reimbursable expenses incurred through the effective date of termination.

4.01 *Successors, Assigns, and Beneficiaries*

- A. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 4.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
- B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any contractor, subcontractor, supplier, other individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

5.01 *General Considerations*

- A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services. Subject to the foregoing standard of care, Engineer and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
- B. Engineer shall not at any time supervise, direct, control, or have authority over any contractor's work, nor shall Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work.
- C. This Agreement is to be governed by the law of the state or jurisdiction in which the Project is located.

- D. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor. Engineer is not responsible for variations between actual construction bids or costs and Engineer's opinions or estimates regarding construction costs.
- E. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or of any other persons (except Engineer's own employees) at the Project site or otherwise furnishing or performing any construction work; or for any decision made regarding the construction contract requirements, or any application, interpretation, or clarification of the construction contract other than those made by Engineer.
- F. The general conditions for any construction contract documents prepared hereunder are to be the "Standard General Conditions of the Construction Contract" as prepared by the Engineers Joint Contract Documents Committee (EJCDC C-700, 2007 Edition) unless the parties agree otherwise.
- G. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Owner shall have a limited license to use the documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment for all services relating to preparation of the documents and subject to the following limitations: (1) Owner acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer; (2) any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and consultants; (3) Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Engineer; and (4) such limited license to Owner shall not create any rights in third parties.
- H. To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$_____ or the total amount of compensation received by Engineer, whichever is greater.
- I. The parties acknowledge that Engineer's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste as defined by the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq., or radioactive materials). If Engineer or any other party encounters a Hazardous Environmental Condition, Engineer may, at its option and without

liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (1) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (2) warrants that the Site is in full compliance with applicable Laws and Regulations.

- J. Owner and Engineer agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute shall be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law.

6.01 *Total Agreement*

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

7.01 *Basis of Payment—Lump Sum*

- A. Using the procedures set forth in Paragraph 2.01, Owner shall pay Engineer as follows:

1. A Lump Sum amount of \$_____.

The portion of the compensation amount billed monthly for Engineer's services will be based upon Engineer's estimate of the percentage of the total services actually completed during the billing period.

- B. The total compensation for reimbursable expenses is estimated to be \$_____.

7.02** *Additional Services*: Additional Services may be provided after execution of this Agreement without invalidating the Agreement. Upon recognizing the need to perform Additional Services that may arise as the Project proceeds, the Engineer shall notify the Owner. The Engineer, however, shall not proceed to provide such services until the Engineer receives the Owner's written authorization. The scope, schedule, fees, and terms of any Additional Services will be determined as the need arises. See Attachment 4 for Standard Additional Services.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

OWNER:

ENGINEER

Town of Mancos

By: _____

By: _____

Title: _____

Title: _____

Print Name: _____

Print Name: _____

Date Signed: _____

Date Signed: _____

Engineer License: _____

Address for giving notices:

Address for giving notices:

** Section 7.02 *Additional Services* has been modified and is not the original text in the EJCDC E-520 Short Form of Agreement Between Owner and Engineer for Professional Services.

STAFF REPORT

To: Honorable Mayor and Board of Trustees
From: Terry Jennings, Public Works Director
Date: January 11, 2023
Re: Public Works Vehicle Purchase

Recommendation

Authorize the Public Works Director to purchase a 2022 Ford F250 Truck at a cost not to exceed \$54,289.

Background/Discussion

This item was included in the 2022 budget for a cost of \$55,000, but we were unable to find a vehicle in this price range. Those funds remain in the General Fund reserves for 2023.

We have located a Ford F250 Super Duty per the attached photos. The dealer has agreed to a slight price break.

If the Board approves this purchase, this item will be included in the 2023 budget.

Resource Impact

\$54,289 from General Fund Reserves

Attachments

Vehicle Information

New 2022 Ford Super Duty F-250 XL STX



Compare

In Stock - In Transit



Window Sticker

- ☐ Ext: Oxford White
- ☐ Int: Medium Earth Gray

Stock #:

Fuel Type: FlexFuel

MSRP

\$54,790

Delivery & Handling

+\$299

Sale Price

\$55,089

Conditional Offers

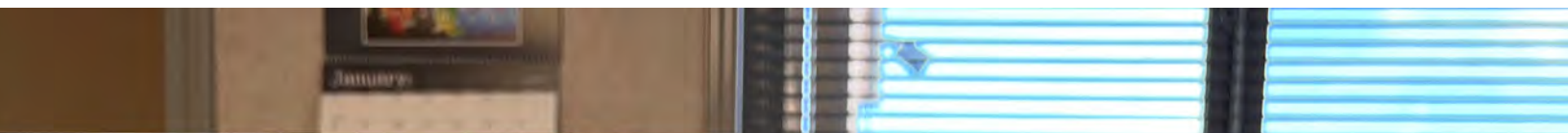
2022 Military Appreciation Exclusive Cash Reward ** \$500

2022 First Responder Exclusive Cash Reward ** \$500

2022 Farm Bureau Association Exclusive Cash Reward
\$500

**

GET PRE-APPROVED



VEHICLE DESCRIPTION

SUPER DUTY

2022 F250 SRW 4X4 CREW CAB
XL 160" WB STYLESIDE
6.2L EFI V-8 ENGINE
6-SPEED AUTOMATIC TRANS G

EXTERIOR
OXFORD WHITE

INTERIOR
MEDIUM EARTH GRAY CLOTH

NE G40953

INCLUDED AT NO EXTRA CHARGE

INTERIOR

- 60/40 REAR BENCH W/FLIP-UP /FLIP-DOWN W/ HEAD RSTRNT
- AIR COND, MANUAL FRONT
- DRIVER SEAT-MANUAL LUMBAR
- OUTSIDE TEMP DISPLAY
- PARTICULATE AIR FILTER
- STEERING - TILT/TELESCOPIC WHEEL WITH AUDIO
- VINYL SUN VISORS

FUNCTIONAL

- 4-WHEEL ANTILOCK BRAKE SYS
- FORDPASS™ CONNECT
- HILL START ASSIST
- JEWEL EFFECT HEADLAMPS
- MANUAL LOCKING HUBS
- MONO BEAM COIL SPRING FRT SUSPENSION W/STAB BAR
- MYKEY®
- REAR VIEW CAMERA
- NA W/BOX DLT

SAFETY/SECURITY

- ADVANCETRAC™ WITH RSC®
- AIRBAGS - SAFETY CANOPY®
- BELT-MINDER CHIME
- DRIVER/PASSENGER AIR BAGS
- SECURILOCK® ANTI-THEFT SYS
- SOS POST-CRASH ALERT SYS™

WARRANTY

- 3YR/36,000 BUMPER / BUMPER
- 5YR/60,000 POWERTRAIN
- 5YR/60,000 ROADSIDE ASSIST
- 5YR/100,000 DIESEL ENGINE

OPTION	(MSRP)	OPTION	(MSRP)
OTHER		PRICE INFORMATION	
PKG. 600A		BASE PRICE	\$46,835.00
NS G		TOTAL OPTIONS/OTHER	6,160.00
RRAIN	265.00		
G AXLE	430.00	TOTAL VEHICLE & OPTIONS/OTHER	52,995.00
JP	1,350.00	DESTINATION & DELIVERY	1,795.00
JACKET	NO CHARGE		
GE	2,010.00		
LS-18"	495.00		
MOVAL	- 20.00		
	NO CHARGE		
	60.00		
	NO CHARGE		
	160.00		
	NO CHARGE		
	300.00		
	165.00		
ALTR	NO CHARGE		
CK REMOVAL	- 50.00		
	200.00		
	315.00		
	450.00		
	30.00		

RAMP ONE CR4B **TOTAL MSRP \$54,790.00**

California Air Resources Board Flexible-Fuel Vehicle Gasoline-Ethanol

Environmental Performance

These ratings are not directly comparable to the U.S. EPA/DOT light-duty vehicle label ratings. For information on how to compare, please see www.arb.ca.gov/ep_label.

Protect the environment. Choose vehicles with **higher ratings**:

Greenhouse Gas Rating (tailpipe only)

A+ Cleaner **D**

Smog Rating (tailpipe)

A+ Cleaner **D**

Using alternative fuels may change scores.

Vehicle emissions are a primary contributor to climate change and smog. Ratings are determined by the California Air Resources Board based on this vehicle's measured emissions.

GOVERNMENT 5-STAR SAFETY RATINGS

Overall Vehicle Score ★ ★ ★ ★ ★

Based on the combined ratings of frontal, side and rollover. Should ONLY be compared to other vehicles of similar size and weight.

Frontal Crash Driver Passenger ★ ★ ★ ★ ★

Based on the risk of injury in a frontal impact. Should ONLY be compared to other vehicles of similar size and weight.

Side Crash Front seat Rear seat ★ ★ ★ ★ ★

Based on the risk of injury in a side impact.

Rollover ★ ★ ★

Based on the risk of rollover in a single-vehicle crash.

Star ratings range from 1 to 5 stars (★ ★ ★ ★ ★), with 5 being the highest. Source: National Highway Traffic Safety Administration (NHTSA). www.safercar.gov or 1-888-327-4236

1FT7W2B65NEG40953

45 YEARS BUILT FORD TOUGH F-SERIES

AMERICA'S BEST SELLING TRUCKS

The FordPass™ Connect modem is active and sending vehicle data (e.g., diagnostics) to Ford.™ See in-vehicle settings for connectivity options.

*Based on 1977-2021 CY total sales.

**FordPass Connect (optional on select vehicles) is available on select vehicles. Service is required for remote features (e.g., FordPass Terms for details). Connected service and features depend on compatible AT&T network availability. Evolving technology/cellular network/vehicle capability may limit function and prevent operation of connected features. Connected service excludes Wi-Fi hotspot.

FORD PROTECT

Insist on Ford Protect! The only extended service plan fully backed by Ford and honored at every dealership in the U.S., Canada and Mexico. See fordprotect.com for details.

STAFF REPORT

To: Honorable Mayor and Board of Trustees
From: Heather Alvarez, Town Administrator
Date: January 11, 2023
Re: Designate Southwest Transportation Planning Region (SWTPR) Representative

Recommendation

Designate a Trustee to serve as the Town of Mancos SWTPR Representative

Background/Discussion

Currently, Trustee Richard Tokar is serving as our representative to SWTPR. The Board will need to designate either Trustee Tokar or another Board or Staff member to represent the Town of Mancos on this Board moving forward.

As a refresher, the Southwest Transportation Planning Region (CDOT Region 5) is responsible for reviewing the progress of CDOT related to transportation planning, analysis and activities in the 5-County area. They also suggest updates and amendments as necessary to the State Transportation Plan.

The TPR consists of the following 17 seats: Archuleta County, Dolores County, La Plata County, Montezuma County, San Juan County, City of Cortez, City of Durango, Town of Bayfield, Town of Dolores, Town of Dove Creek, Town of Ignacio, Town of Mancos, Town of Pagosa Springs, Town of Rico, Town of Silverton, Southern Ute Indian Tribe, Ute Mountain Ute Indian Tribe.

Meetings of the SWTPR are held the second Thursday, every other month at 9:00 a.m. The meetings are held in the CDOT Training room: 20581 Hwy 160, Durango. There is a hybrid option also via Zoom.

Resource Impact

N/A

Attachments

Designation Form



SOUTHWEST TRANSPORTATION PLANNING REGION

Designation of SWTPR Representatives

This is to designate that _____
has selected the following people as Primary and Alternate Representatives for the Southwest
Transportation Planning Region (SWTPR).

Year: 2023_____

Primary Representative: _____

Primary Phone(s): _____

Primary Email(s): _____

Alternate Representative: _____

Alternate Phone(s): _____

Alternate Email(s): _____

STAFF REPORT

To: Honorable Mayor and Board of Trustees
From: Heather Alvarez, Town Administrator
Date: January 11, 2023
Re: 2023 Staff Work Plan

Recommendation

Accept the 2023 Work Plan as presented by staff

Background/Discussion

Attached is the 2023 work plan for Town staff. This plan includes projects carried over from 2022, items from the 2023 Capital Budget and items from the 2023 project list in the approved budget.

Please review and let us know if you have any questions, changes or suggestions.

Resource Impact

N/A

Attachments

2023 Staff Work Plan

2023 Work Plans

Town of Mancos

January 2023

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Introduction

The intent of this document is to help town staff and elected officials to implement and monitor their work throughout the year. While projects and priorities can change throughout the year, this document serves as a guide to communicate with each other and the public about the work that the Town of Mancos will be engaged in during the year.

The items in the annual Work Plan are derived from two basic sources. First, projects and initiatives that are priorities of the Board of Trustees, which are gathered from the annual budget process and the annual Board of Trustees strategic planning retreat, are included. These projects are community needs and typically reflect either upgrades to public infrastructure or other community-stated priorities. Secondly, items in this work plan originate from staff. Department Heads plan their work for the coming year based on identified needs within their departments.

Quarterly updates to this work plan will be provided to the Board of Trustees in regular meetings.

Department/Division: Administration, Clerk and Treasurer

Director/Supervisor: Heather Alvarez, Town Administrator and Jamie Higgins, Town Clerk/Treasurer

Department Mission: To provide superior customer service and support to the community, the Board, department heads, and commissions to make Mancos the best-managed town in the nation.

Services:

- Interfacing with Boards and Committees
- Implements policies set by elected officials, including implementation of adopted plans
- Direct interaction with the public
- Providing information to citizens (“how do I?”)
- Solving complaints
- Provides purchasing assistance to all departments
- Serves as Planning and Zoning Administrator
- Grant writing, implantation and reporting
- Fiscal management (budgeting, grants processing, utility billing, accounts payable and accounts receivable, interfaces with vendors,
- Serves as Human Resources (processes payroll, develops policies, etc.)
- Management of municipal code (including recodification)
- Provides support to Mancos Municipal Court
- Serves as internal IT, along with vendor

2023 Objectives/Goals:

1. Continue implementation of initiatives and policies of town Boards and Committees: Comprehensive Plan, Master Trails Plan, Economic Development Strategy, and other Plans. Within each of these plans are several projects that the town is working on.
2. Support department heads in achieving their initiatives by providing efficient administrative support (purchasing, project and program management, budgeting, technology, human resources, grant writing, etc.).
3. Continue efforts to support sustainable residential and commercial growth in town, including a more vibrant downtown.
4. Continue efforts to provide affordable, workforce housing within a three mile radius of town limits.
5. Continue an organizational culture of teamwork, high customer service, and innovation.
6. Continue to represent the town in a positive manner with local and regional external organizations (e.g. Chamber of Commerce, CDOT, Montezuma County and neighboring communities, CML, Region 9, TPR, etc.).
7. Continue to work with all departments on fiscal management and grants management for key initiatives.

Departmental Values:

- Public health and safety
- Maintains customer satisfaction (customers are: citizens, staff, and Boards and Committees)

Major projects, planned purchases or service contracts to be Started and/or Completed in 2023:

Description	Detail	Timeline
New Water Tank/Fiber/IT Room	Replace old water tank, run fiber infrastructure to water plant, update current room to include HVAC, security measures, room for growth	December 2023
Hazardous Tree Program	In conjunction with Tree Board & Code Enforcement, enforce hazardous tree program	Annual
Town Beautification	Downtown flower barrels and baskets; public art program	Annual
2024 Budget Process	Prepare proposed budget in collaboration with department heads and board members	May/June 2023: Board retreat Dec 2023: finalize budget
Continue planning with partners on Path to Mesa Verde Project	Planning phase in process.	Planning phase ongoing.
Offer two mini-grant agency contribution cycles for 2023 funding.	First cycle has been awarded for Jan. 1 funds. Next cycle is June 1 funds with application deadline of April 15.	June 2023
Town Hall/MMO Expansion	Property purchased. Research options for remodel	December 2023
Grand Ave. Sidewalk Replacement	Potential partnership with CDOT to replace sidewalks along Grand Ave.	Multi year project
IBC/Construction Standards Update	Publish RFP, retain consultant and upgrade to a more current version of IBC & Town construction standards	December 2023
Wastewater Treatment Plant	Implement changes to ensure WWTP operates as intended and meets all discharge requirements	Multi year project
Attainable Housing	Continue to research and implement land use updates. Acquire land for workforce housing development.	Annual

Other Activities or Information about the Department's Work in 2023:

- Staff will continue regular activities such as preparing packets, minutes and agendas for meetings of the Board of Trustees, P and Z, and Tree Board, serving as planning and zoning administrator, collecting utility payments, staffing municipal court and processing cases, processing licenses, addressing community complaints, providing IT support, coordinating benefits, human resources

management, records retention and management, front office staffing, processing accounts receivable and accounts payables, and assistance in coordinating initiatives with departments.

- Staff will attend important trainings and conferences to improve job skills and knowledge.
- Staff will continue to seek options to increase financial sustainability including applying for grants, exploring new revenue sources, and controlling expenditures.
- Staff will continue to keep the Board of Trustees and the public up to date on projects and programs including: quarterly financial reports and quarterly work plan updates.
- Schedule events in the parks and community center
- Maintenance of community center

2023 Community & Economic Development Workplan

Director/Supervisor: Heather Alvarez, Town Administrator in collaboration with Jason Armstrong, Community & Economic Development Coordinator

Major projects, planned purchases or service contracts to be Started and/or Completed in 2023:

Description	Detail	Timeline
Economic Development Incentives	Draft and finalize incentives for new business development within Town limits	March 2023
Update/consolidate Business and Land Use Applications	Take existing applications and consolidate into a more streamlined process. Create a development flow-chart for both business and land use development, along with any other TA documents.	March 2023
Develop a Community Prospectus for the Town	Develop a digital community prospectus that markets the Town to potential new businesses in conjunction with the Chamber	July 2023
Address retail opportunities and leakage	Using fiscal health and retail studies, conduct a “leakage” profile, develop a specific plan for new and existing businesses	December 2023
Develop a Business Expansion and Retention Plan for the Town	Develop 3-5 year plan for this project to continue to support entrepreneurs.	December 2023
Existing Business Support	Reach out to existing businesses at least quarterly, collaborate with Mancos Chamber on networking and training opportunities	Quarterly
Broadband and Other Infrastructure	Research and apply for grants to implement current broadband plan for ToM. Continue to seek other grants to address infrastructure needs.	Ongoing
Affordable Housing	Continue to research and implement land use updates. Acquire land for workforce housing development through grants.	Ongoing
Community Development	Engage youth, non-profits, educational institutions and other interest groups to increase engagement and understanding of local government, develop local leadership, and be a contributing partner to the overall health and vitality of the Town and the region. Support with grant research and development as needed.	Ongoing
Economic Development Microwebsite	Continue marketing and communications with current and prospective businesses. Ensure all forms and TA are easy to access.	Ongoing

Department/Division: Parks

Director/Supervisor: Terry Jennings, Public Works Director

Department Mission: To provide safe and well-maintained parks and open spaces for families, visitors and the community.

Services:

- Regular park checks
- Maintenance of parks and other areas (160 intersections, Creekside walkway, S. Mesa Pedestrian Bridge)-mowing, trimming, bathrooms, trash removal, weed removal, etc.
- Maintenance of downtown planters (planting, watering, weeding)
- Upgrading equipment and buildings in parks
- Turf maintenance (top seeding, aerating, filling and leveling, etc.)
- Snow removal
- Interface with vendors (e.g. tree maintenance, irrigation system installer, etc.)

2023 Objectives/Goals:

1. Continue turf maintenance in Boyle Park and Cottonwood Park throughout the year.
2. Work with Administration Department on town beautification with eye-appealing flower planters downtown and public art project.

Departmental Values:

- Taking pride
- Being approachable and friendly to public
- Community appreciation
- Hard work
- Community feedback
- A sense of accomplishment
- Great town staff/teamwork

Major projects, planned purchases or service contracts to be Started and/or Completed in 2023

Description	Detail	Timeline
Boyle Park Improvements	Begin Boyle Park Improvements based on Parks & Trails Master Plan	Multi year project
Skate Park Planning	Hire consultant to assist with planning upgrades to Mancos Skate Park	December 2023
Fire Mitigation	Mitigate brush and trees in Town parks	Annual
Weed Control	At all town owned locations: Boyle Park, Cottonwood Park, Pioneer Plaza, Northside Playground, Creekside, Pedestrian Bridge, Hwy 160 intersections, all new pocket parks	Annual
Mancos Conservancy District River Concept	Utilize river plan from MCD to upgrade river locations for better public access	Multi year project

Other Activities or Information about the Department's Work in 2023:

- Basic maintenance such as weeding, trash removal from the parks, watering, etc.
- The Community Center continues to hold events and classes. Staff manages rentals of the space to private parties and groups.

- Continue to seek and apply for grants and other assistance to fund trails creation and maintenance, park improvements, and other initiatives.
- Staff will attend training on parks management and turf/grass maintenance best practices.
- Prepare for stakeholder meetings beginning in 2024 to update Park IPM document.

Department/Division: Marshal's Office

Director/Supervisor: Justen Goodall, Town Marshal

Department Mission: The Mancos Marshal's Office provides effective and efficient law enforcement and ancillary services to our residents, schools, businesses, and visitors. We recognize the need to partner with all members of our community as we provide for the public's safety and we will always practice the principals of community policing to assist us in this endeavor.

Services:

- Traffic control
- Responding to calls for service
- Welfare checks
- VIN inspections
- Animal control
- Enforcement of Municipal Code and Uniform Traffic Code
- Community service
- Investigate crimes
- Agency assistance (Colorado State Patrol, Sherriff's Office, etc.)
- Registration of sex offenders

2023 Objectives/Goals:

1. Meet all POST (Peace Officer Standards and Training) requirements in core areas (firearms, arrest control and driving) and continue other trainings to better the officers and the town.
2. Continue emergency planning and preparedness efforts.
3. Continue to be involved in the Mancos community. Attend events, do business checks, and continue community policing.
4. Continue involvement with Mancos schools. Work closely with the school on emergency response and crime prevention issues.
5. All staff will read and understand revised Mancos Marshal's Office policies.

Departmental Values:

- | | |
|-------------------|---------------------------------|
| • Integrity | • Self-initiation |
| • Honesty | • Reliability |
| • Loyalty | • Care about the community |
| • Consistency | • Community-invested |
| • Problem-solving | • Excellent communication skill |

Major projects, planned purchases or service contracts to be Started and/or Completed in 2023:

Description	Detail	Timeline
New Vehicle Purchase	Purchase new vehicle per 5 year replacement schedule.	December 2023
Increased code enforcement.	Increase enforcement of municipal codes.	Ongoing.
Town Hall/MMO Expansion	Property purchased. Research options for remodel	December 2023

Town Hall Meetings	Hold quarterly Town Hall meetings	Annual
Firearms Replacement	Purchase rifles/scopes per 5 year replacement schedule. Year 1 of 3	December 2023
Outdoor Shooting Range	Research locations and policies for outdoor shooting range for staff training requirements	December 2023

Other Activities or Information about the Department's Work in 2023:

- Staff will continue regular activities such as traffic stops, patrols, addressing community complaints, and business checks.
- Staff plans to attend various trainings in 2023, some of which will be partially reimbursed through Colorado P.O.S.T. and/or other local law enforcement organizations.
- Marshal will continue to serve on Boards and Commissions such as Child Protective Services (CPT), Southwest Colorado Law Enforcement Training Association (SWCLETA), Multi-Disciplinary Teams (MDT), and membership in Colorado Association of Chiefs of Police.
- Continue code enforcement efforts, including outreach, assistance programs and writing notices of violations if required.

Department/Division: Public Works-Sewer and Water Treatment

Director/Supervisor: Terry Jennings, Public Works Director

Department Mission: To provide safe drinking water and properly disinfected wastewater treatment to keep citizens healthy.

Services:

- Water and wastewater management (water treatment and wastewater treatment)
- Maintain infrastructure for emergency responders
- Interface with developers and vendors
- Project management
- Respond to citizen concerns and provide great customer service

2023 Objectives/Goals:

1. Staff to attend trainings and seek licenses in Water treatment and distribution and Wastewater Collection and Treatment.
2. Continue grease trap inspection program.
3. Continue operations at WTP and WWTP to meet CDPHE standards
4. Continue to write down standard operating procedures and catalogue with the town.
5. Get MSABP system at WWTP to continuously run with low backwash and within permit.
6. Complete a visual inspection of the town's water tanks every three months per state rules.
7. Continue public information campaign about the wastewater system.

Division/Department Values:

- Knowledge
- Reliable staff
- Friendly customer service
- Recognize when there is a problem
- Ability to make decisions
- Reliable upper management in PW
- Self-starters
- Ethical
- Teamwork
- Transparency

Major projects, planned purchases or service contracts to be Started and/or Completed in 2023:

Description	Detail	Timeline
Wastewater Treatment Facility	Continue to explore options to ensure continuous operation.	Ongoing and priority
Old Water Tank/Water Plant/Fiberoptic Upgrades	Replace old water tank, run fiber infrastructure to water plant, update current room to include HVAC, security measures, room for growth	December 2023
Stormwater Master Plan	Publish RFP and design stormwater master plan	December 2023
Extend Utility Line	Extend utility line north on Hwy 184 to allow annexation of properties into Town limits	December 2023
Raw Water Transmission Line	Begin design/engineering to replace	December 2023

	raw water transmission line from headgate to WTP	
Fire Mitigation	Mitigate brush and trees at Water & Wastewater Plants	Ongoing

Other Activities or Information about the Department's Work in 2023:

- Staff training to become fully certified as ORC for water and wastewater plant operations.
- Staff will continue regular activities such as water and effluent monitoring and testing, making repairs as needed, and providing reports to the State.
- Continuing education for all public works staff to ensure current certifications.

Department/Division: Public Works/Streets Division

Director/Supervisor: Terry Jennings, Public Works Director

Department Mission: To maintain a well-flowing sewer collection system and water supply to all system services as well as keeping all roadways passable.

Services:

- Water and wastewater management (water distribution, install taps, read water meters, etc.)
- Maintain infrastructure for emergency responders
- Maintain safe roads and alleys
- Perform vehicle maintenance
- Perform building maintenance
- Assist other departments (e.g. special events, street closures, tree plantings, etc.)
- Interface with developers and vendors
- Project management
- Respond to citizen concerns and provide great customer service

2023 Objectives/Goals:

1. Ensure proper operation of water main valves through preventive maintenance.
2. Continue efforts to ensure that town utilities are properly mapped in GIS and current paper records are kept for planning purposes.
3. Enhance road maintenance, including training on road maintenance procedures, added gravel, and development of long term road maintenance plan.
4. Staff to attend trainings and seek licenses in water treatment and distribution and wastewater collection and treatment.
5. Continue to write down standard operating procedures for various aspects of streets maintenance, including sewer collection and water distribution and catalogue with the town.

Division/Department Values :

- Knowledge
- Reliable staff
- Friendly customer service
- Recognize when there is a problem
- Ability to make decisions
- Reliable upper management in PW
- Self-starters
- Ethical
- Teamwork
- Transparent

Major projects, planned purchases or service contracts to be Started and/or Completed in 2023:

Description	Detail	Timeline
Backflow Prevention program inspections and compliance	Continue program development through 2023 per state regulations	Annually each year
Old Water Tank/Water Plant/Fiberoptic Upgrades	Replace old water tank, run fiber infrastructure to water plant, update current room to include HVAC, security measures, room for growth	December 2023
Valve Replacement	Per 5 year capital plan, replace 2 valves per year	Annually each year
Snow Removal	Conduct public education regarding snow removal	Ongoing

Town Wide Cleanup	Host one or two town wide cleanups	Annually each year
Mesa St. Upgrades	Run water line to pedestrian bridge, pave Mesa St. for parking lot	December 2023
Snow Plow Attachment	Research and purchase a snow plow attachment for Public Works Truck	December 2023
Equipment Replacement	Research possible equipment replacement per 5 year replacement schedule, if possibility presents itself	December 2023
Grand Ave. Sidewalk Replacement	Potential partnership with CDOT to replace sidewalks along Grand Ave.	Multi year project

Other Activities or Information about the Department's Work in 2023:

- Staff will continue to focus on Water Distribution System and Sewer Collection maintenance, including preventive maintenance such as flushing valves and cleaning sewer lines to prevent clogs.
- Staff will continue regular activities such as street sweeping, vehicle and equipment repairs and maintenance, assistance with town events for street closures, paint curbs and stripe parking lots, and checking and flushing hydrants.
- Staff will focus on road maintenance and regular maintenance of unpaved roads and paved roads. Staff will seek street grading trainings.
- Staff installs new water and sewer taps.